

JOB PROFILE

POSITION DESCRIPTION	
Position Title	Chief Financial Officer/CFO
Purpose	<p>Provide strategic leadership, directs and controls the organisation's overall financial planning, implementation, and reporting. Responsible for the development and implementation of financial policies and procedures. Also responsible for the application of accounting standards and norms, and financial practices. Assumes overall responsibility for financial risks and internal controls in order to ensure sustainable financial position of the organization.</p> <p>The position is accountable for the overall management of Financial Planning & Reporting, Revenue and Expenditure, Asset Management, Supply Chain Management, and Facilities Management functions at both strategic and operational levels in relation to the implementation organizational strategy.</p>
Division	Finance
Reports To	Chief Executive Officer
Position location	Head Office
Peromnes Grade	P4
Number of Direct Reports	3

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • Honours Degree in Financial Management/Accounting. (NQF 8) • Registered as CA SA
Essential Experience	<ul style="list-style-type: none"> • Eight (8) years' experience in financial management of which at least 5 years must have been at senior management level. • Sound practical experience in financial management. • Experience in preparation and implementation of annual budget and financial reporting. • Experience in strategic planning and execution.

Knowledge	<ul style="list-style-type: none"> • Working knowledge of legal prescripts regulating public finance management, e.g GRAP, IFRS, PFMA and National Treasury regulations, etc. • Knowledge of leadership and management principles • Knowledge of computerized information systems used in financial and/or accounting applications. • Knowledge of contracting, negotiating, and change management • Knowledge of fiscal controls related to the safeguarding of institutional funds • Working knowledge public sector finance. • Knowledge of changes and/or developments in governmental accounting laws, and company policies and procedures. • Knowledge of project management
Skills & Abilities	<ul style="list-style-type: none"> • Visionary Leadership • Strategic Leadership • External Awareness • Political Savvy • Leveraging Diversity • Negotiation and problem solving • Creativity & Innovation • Ability to work as a team leader • Strong analytical skills and ability to interpret and advise on the application of legislation • High levels of discretion and sensitivity • Ability to interpret international and local conditions and trends • Excellent communication skills – all aspects • Ability to work under pressure • Ability to drive and motivate change • Ability to provide sound advice at all levels

MAIN AREAS OF RESPONSIBILITY	
Strategic leadership & planning, and Financial Management	<ul style="list-style-type: none"> • Develop and promote a system of good financial management so that public funds are safeguarded at all times and used appropriately, economically, efficiently and effectively. • Develop, implement and monitor the entity’s financial plan (budget) to achieve the organization’s strategic objectives as articulated in the Strategic Plan and Annual Performance Plan. • Ensure that internal financial targets and budgets are fully consistent with the Strategic plan and relevant agreement with government. • Prepare multi-year revenue and expenditure forecasts • Ensure alignment of budget to Organization’s Annual Performance Plan. • Responsible for the development and approval of a financial strategy that supports the business plan. • Develop operational plans that work towards the strategic direction of the organization.

	<ul style="list-style-type: none"> • Responsible for the development/review and implementation of financial policies. • Develop and implement finance and accounting procedures. • Responsible for transforming the organization into a sustainable growing development agency. • Developing and recommending to the Board yearly financial strategies/programmes that support the organization's long-term strategy. • Oversee the implementation of annual budget and in-year financial reporting. • Responsible for the development, implementation, and maintenance of Organization's supply chain management system and procedures. • Responsible for the development, implementation, and maintenance of Organization's Asset Register. • Responsible for the preparation of Organization's Annual Financial Statements and Reports. • Establish and maintain appropriate internal controls. • Coordinate external audit processes and reporting. • Responsible for the development and implementation of effective revenue collection and expenditure system. • Regulate and maintain cash flow and the short, medium and long term viability of operations. • Ensure monthly reconciliation of the Organization's accounts. • Responsible for the management of petty cash and related function. • Responsible and accountable for the Organization's bank and investment accounts. • Lead and direct the development of the financial risk profile and register.
<p>Governance and Accountability</p>	<ul style="list-style-type: none"> • Direct compliance by all with the Public Finance Management Act • Ensure full compliance with Supply Chain Regulations, National Treasury Regulations, Circulars, Practice Notes and other applicable legal prescripts • Ensuring that the organization applies all recommended financial best practices. • Responsible for the compilation of monthly, quarterly and annual financial reporting. • Ensure that all applicable accounting standards (GRAP) are implemented. • Ensure that the operational risk register for the Department is developed and implemented. • Ensure that expenditure is incurred in line with the approved. Budget. • Monitoring and addressing non-compliance with financial management policies and procedures.

	<ul style="list-style-type: none"> • Ensure that all financial reports are approved timeously by the relevant authority.
Supply Chain Management	<ul style="list-style-type: none"> • Responsible and accountable for the implementation of Supply Chain Management Policy and Regulations. • Accountable for the supply chain operations and reporting • Responsible for the development of the annual procurement • Responsible for the functioning of Bid Committees. • Approval of procurement requisitions in line with the policy and code of delegations. • Continuously give direction on complex supply chain management issues. • Develop and Maintain systems of internal control which comply with Audit requirements.
Human Resources Planning and Management	<ul style="list-style-type: none"> • Responsible for people management within the Department. • Accountable for the performance management of the Department. • Management of employee benefits for the Department • Oversee all the aspects of labour relations within the Department, including disciplinary process • Determine staffing requirements for the Directorate • Direct capacity and employee development within the Department, i.e training, etc. • Ensure the implementation of the NDA human resources policies, procedures and practices within the Directorate • Establish a positive work environment within the Directorate • Coach and mentor staff as appropriate to improve performance • Accountable for general human resources management, i.e leave management, time and attendance, etc.
Risk Management	<ul style="list-style-type: none"> • Identify and evaluate the risks within the Directorate and as related to the organisation's financial status, and implement measures to control those risks. • Report on the identified risks and risk management strategies. • Resolve audit queries and complete risk management reports as appropriate for the NDA and the Directorate.
Reporting	<ul style="list-style-type: none"> • Meet reporting requirements as required by the Financial Management legislation such as PFMA, National Treasury Regulations, DORA and NDA Policies.

KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
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<ul style="list-style-type: none"> • NDA Management and Staff • NDA Board • Unions • 	<ul style="list-style-type: none"> • Government Departments e.g. DSD, National Treasury, AGSA etc. • CSO's • Donor Agencies and Organisations • Audit Firms and Service Providers • Parliamentary Committees
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Signed by: (Job Holder)	Authorised by:
Date:	Date: