



Job Profile General Manager: Finance

JOB INFORMATION SUMMARY	
JOB TITLE:	General Manager: Finance
REPORTS TO:	Chief Financial Officer
JOB GRADE:	E1/ Task Level 19
OCCUPATIONAL LEVEL:	Senior Management
FUNCTIONAL AREA:	Finance
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Head Office

ROLE PURPOSE
To manage the financial accounting requirements of Pikitup and ensure compliance to all relevant legislations.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Financial Reporting	<ul style="list-style-type: none"> Develop, implement and maintain internal control financial systems to ensure valid, accurate and complete reporting of financial performance; Ensure that there is an effective system for accurate, reliable and timeous financial reporting; Produce monthly, quarterly and year-end financial reports including annual financial statements. Assist the CFO to present the monthly, quarterly and annual reports to the governance committees.
b) Asset Management	<ul style="list-style-type: none"> Development and implementation of appropriate finance related policies, systems, guidelines and procedures; Assist the Chief Financial Officer with financial management, revenue management, expenditure management and financial management. Assist in investigating and developing a depreciation policy. Develop guidelines to identify assets that are not delivering value for money. Ensure that a suitable policy is developed, implemented and maintained to control the transfer of assets. Research and develop policies on the most favourable method of financing various categories of assets. Assist in the capitalising of new assets. Develop procedures and assist in overseeing the decision making process for write off and disposal of assets. Oversee the regular valuation of assets. Ensure compliance to all taxation legislations:



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> ➤ Payment of capital gains tax ➤ Investigate and advise on deferred tax implications
c) Treasury/Cash Management	<ul style="list-style-type: none"> • Develop procedures detailing the compilation of short, medium and long term cash flow, oversee the compilation of the information, and monitor and track the results on an ongoing basis. • Oversee the monitoring of the cash flow position and all the cashbook functions of the company on a daily, weekly and monthly basis. • Develop relations with the bank managers and other external providers of Pikitup. • Assist in the development of policies, procedures and strategies on investment of surplus cash. • Keep abreast with the money markets and the capital markets.
d) Creditors and Tax	<ul style="list-style-type: none"> • Oversee the monitoring of the creditors and payments functions of the company on a daily, weekly and monthly basis. • Ensure MFMA provision i.e. payment of all suppliers within 30 days etc. • Ensure all taxes are accounted for and paid.
e) Budgeting	<ul style="list-style-type: none"> • Assist in the compilation of the annual and multi term operating and capital budgets for the company. • Monitor the income and expenditure by scrutinizing relevant information from the employees. • Provide input to ensure that effective budgetary control is occurring.
f) Audit and Risk Management	<ul style="list-style-type: none"> • Liaise with both internal and external auditors. • Implement measures to prevent and resolve audit findings • Manage and maintain financial risk register in line with relevant policies • Develop and implement internal control measures to improve existing internal controls.
g) Supervision/Management of Employees and Staff Development	<ul style="list-style-type: none"> • Supervise staff through informal and formal discussions • Manage staff performance through implementing the performance management system and using it as fully as possible • Conduct needs analysis discussions based on performance appraisals and determine staff training needs • Maintain an open-door policy with regard to subordinates to empower them to seek assistance and to motivate them when required • Comply with internal staff regulations and HR related legislation • Provide ongoing training and development • Counsel and discipline staff if required
h) Ad hoc and Miscellaneous	<ul style="list-style-type: none"> • The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements. Such variable tasks should be listed and recognized in the employee's performance compact.



KEY RELATIONSHIP INTERFACES

Internal Key Relationships (to Pikitup):

- All Pikitup departments, the oversight committees

External Relationships (with departments and other key parties):

- City of Johannesburg (CoJ)
- Treasury
- SARS
- Auditor General (AG) and other Auditors
- Business Suppliers

Job Specific Requirements

Competencies (Knowledge, skills and attributes)

Skills	Behaviours
<ul style="list-style-type: none"> • Report writing skills • Computer skills (MS Office, with advance knowledge and skills in Excel) 	<ul style="list-style-type: none"> • Strategic thinking • Accuracy • Honesty and integrity • Planning, coordinating and organising • Attention to detail • Work under pressure • Deadline driven • Confidentiality
<p>Knowledge: understanding of relevant legislation; knowledge of relevant company procedures</p>	<ul style="list-style-type: none"> • Understanding of relevant municipal legislations. • Knowledge of MFMA, MSA and GRAP • In depth knowledge of SAP R3 and BW

Qualifications

Minimum	Ideal
<ul style="list-style-type: none"> • B Com accounting degree (NQF Level 7) • SAICA Articles • A professional qualification with SAICA registration. 	<ul style="list-style-type: none"> • B Com, honours in Accounting science • A CA(SA) would be an added advantage.

Experience

Minimum	Ideal
<ul style="list-style-type: none"> • 8 years' financial accounting/ reporting experience • Three years' experience working in a public service or local government environment. 	<ul style="list-style-type: none"> •

Job profile approved by:

Name (Incumbent)

Signature

Date



Executive Director

Signature

Date