



a world class African city



## City of Johannesburg Pikitup

Pikitup Head Office  
Jorissen Place  
66 Jorissen Street  
Braamfontein  
2001

Private Bag X74  
Braamfontein  
Johannesburg  
2017

Tel+27(0) 11 712 5200  
Fax +27(0) 11 712 5322  
www.pikitup.co.za  
www.joburg.org.za

### VACANCY: MANAGER: FINANCIAL REPORTING

**Date of the advert: 06 October 2024**

**Closing Date for application: 18 October 2024**

Department : Finance  
Post Title : Manager: Financial Reporting  
Location : Head Office  
Level : Task level 17 / Level D4  
Reporting to : General Manager: Finance  
Ref No : MFR:10

#### The purpose

To manage the financial accounting requirements of Pikitup and to ensure compliance to legislative requirements e.g. MFMA.

#### Key Responsibilities

- ✓ Ensure accuracy and reliability of financial reporting e.g. for EXCO, AFS, National Treasury, City of Johannesburg and Budget office.
- ✓ Compile monthly reports for management, Exco, National Treasury, City of Johannesburg, Budget offices. Analyse and interpret financial results from management information and for performance measurement.
- ✓ Prepare the interim and year-end financial results and supporting schedules for the year-end audit.
- ✓ Develop and Annual Financial Statement preparation plan.
- ✓ Liaise with the all-relevant stakeholders at CoJ in terms of Annual Financial Statement requirements.
- ✓ Prepare financial reporting system files.
- ✓ Facilitate the preparation and continuous review of the Annual Financial Statements during the audit period.
- ✓ Identify key risk areas and maintain risk register, implement mitigating actions.
- ✓ Develop systems to identify and assess potential risks involved in the financial system.
- ✓ Liaise with auditors and manage audit process.
- ✓ Ensure clean audit by checking that all the daily tasks are done according to proper financial policies and procedures.
- ✓ Review monthly Fixed Asset register and associated reconciliations.
- ✓ Sign-off any fixed asset additions or disposals to be processed on SAP.
- ✓ Ensure all relevant Fixed Asset policies and procedures are maintained and applied.
- ✓ Manage Fixed Asset verification process as and when conducted.

**Non-Executive Directors:** Mr. TM Mokwena, Mr. O Maseng, Ms. N Sekoba, Mr. MM Ndlhovu, Mr. NS Marota, Mr. S Shi, Mr. M Radebe, Ms. SP Mkhonto, Mr. TM Bodila, Ms. K Mogagole. **Board Chair:** Mr. M Nedzamba. **Managing Director:** Ms. B Njingolo. **Chief Financial Officer:** Mr. L Matsila. **Registration Number:** 2000/029899/07. **Auditor:** Auditor General of South Africa

- ✓ Maintain General Ledger: Review and sign off General Ledger balances and General Ledger recons.
- ✓ Ensure that the company complies with the Income tax legislation.
- ✓ Complete and submit company tax returns on time i.e. Provincial and Income tax returns.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the 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.

## **Minimum Requirements**

### **Minimum Qualifications**

- ✓ A Bachelor's degree in Finance, Accounting, or a related field at National Qualifications Framework (NQF Level 7).
- ✓ CA(SA)

### **Minimum Experience**

- ✓ A minimum of 5 years' experience in a financial accounting environment.
- ✓ Experience working in a public service or local government environment.

### **Preferences/Advantages**

- ✓ 5 years' experience at management level.

## **Required Competencies**

### **Knowledge**

- ✓ Detailed knowledge of Accounting, Generally Recognised Accounting Practices (GRAP).
- ✓ Knowledge of relevant legislation.
- ✓ Knowledge of relevant company procedures.
- ✓ Knowledge and/or understanding of Municipal Finance Management Act (MFMA) and regulations.
- ✓ Knowledge of Treasury Regulations and Public Service Regulations.
- ✓ Knowledge of the South African Auditing Standards.

### **Skills**

- ✓ Advanced knowledge and skills in Excel
- ✓ Ability to work under pressure
- ✓ Analysis and problem solving
- ✓ Organising and prioritising
- ✓ Conflict resolution
- ✓ Influencing and persuading
- ✓ Employment relations, negotiation and mediation
- ✓ Strategy formulation and implementation
- ✓ Strategic planning.
- ✓ Networking.
- ✓ Teamwork and team building.

- ✓ Change management.
- ✓ Performance management.
- ✓ Strong verbal and written communication and presentation skills.
- ✓ Report writing.
- ✓ Interpersonal skills.
- ✓ Computer skills including MS Word and SAP.

#### **Behaviour**

- ✓ Strategic thinking.
- ✓ Honesty and integrity.
- ✓ Motivating and empowering staff.
- ✓ Diplomacy and tact.
- ✓ Attention to detail.
- ✓ Judgement and decision-making.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to [mfrpik@mjvrecruitment.co.za](mailto:mfrpik@mjvrecruitment.co.za) by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of email. For enquiries contact **Lindsay Masimbe – Tel: 011 410 9477**

- Please quote the above position name on all correspondence relating to this circular/ advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants.
- Should you not hear from us within **six weeks** after the closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES**