



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Finance Manager
<b>Component</b>	Corporate Services Division
<b>Location</b>	Head Office Johannesburg
<b>Post Reports To</b>	Chief Financial Officer

Job Profile Verification	
<b>Profile Verified By:</b>	Masaswivona Nhlungwana
<b>Date Verified:</b>	31 August 2011

Job Profile Validation	
<b>Profile Validated By:</b>	Kayum Ahmed; Naledzani Mukwevo; Petrus Makaneta
<b>Date Validated:</b>	5 September 2011

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	
<b>Date Graded:</b>	

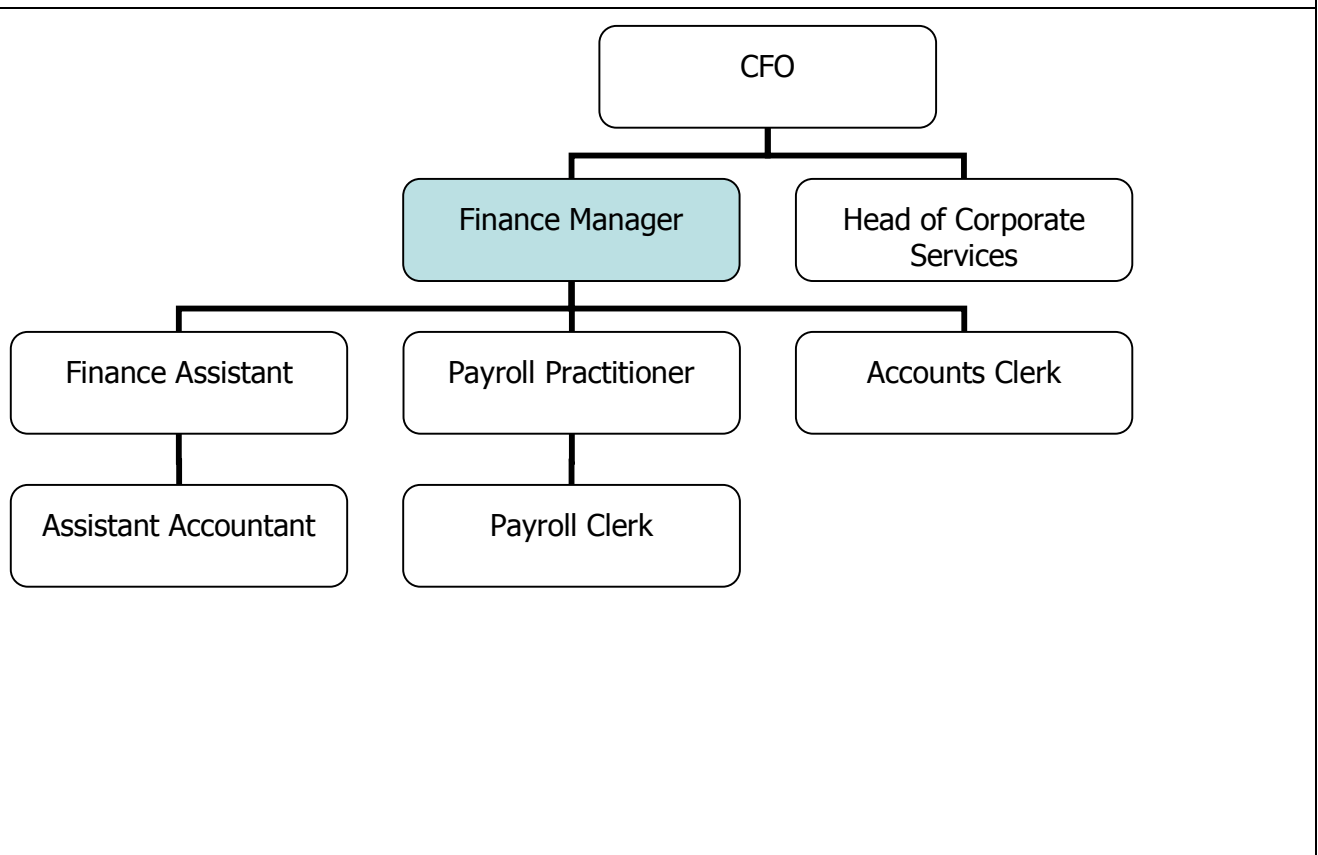
## B. Job Purpose

*Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).*

The purpose of this position is to effectively manage the accounting functions, staff and execute duties within the financial department for SAHRC

## C. Position of the Post in the Organisation

*Structure diagram*



## D. Key Responsibilities

*List major activities and contribution to the organisation for which this post is held accountable*

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Lead and manage the Finance unit of the Commission in an effective and efficient manner.	1.1	Lead and manage the unit's participation in the development of the Strategic and Annual Performance Plan (APP) of the Commission.
		1.2.	Manage the development of the operational plan for the unit in line with the strategic and annual performance plan of the Commission.
		1.3	Manage, monitor, evaluate and report on the implementation of the unit's operational plan, taking corrective actions where necessary.
		1.4	Manage the unit's budget in line with requirements.
		1.5	Oversee and manage human resources within the unit in an efficient and effective manner.
		1.6	Ensure good governance within the unit in line with relevant legislation, regulations and policies.
		1.7	Manage and ensure compliance with asset management and IT policies and procedures.
		1.8	Manage the performance of all direct reports.
2	Perform effective and accurate cash management	2.1	Develop, compile and manage the Commission's budget, including reporting, confirming requisitions and the levels of spend allocations
		2.2	Review and control all financial transactions including allocations, reallocations, reconciliations and payroll monitoring
		2.3	Compile accurate cash flow projections
		2.4	Assist, support and advise reporting staff with any financial

<b>D. Key Responsibilities</b>			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
<b>Key Performance Areas (KPA)</b>		<b>Activities (Linked to each of the KPAs)</b>	
<b>No.</b>	<b>KPA Description</b>	<b>No.</b>	<b>Activity Description</b>
			queries
3	Develop and prepare consistent, accurate financial reports	3.1	Ensure that the SAHRC expenditure is reported on accurately and timeously to relevant stakeholders including National Treasury
		3.2	Develop and compile the management reports for submission to the CFO
		3.3	Develop accurate quarterly reports and monthly management accounts for submission to the CFO
		3.4	Assist and prepare for auditors visit by ensuring compliance and reporting, 3x per year
		3.5	Assist with the preparation of annual financial statements by coordinating all activities applicable to a successful closure to the financial year
4	Manage the development and implementation of a financial management framework for the SAHRC	4.1	Assist with the development and implementation the financial strategy, in line with the Commission's strategic goals and monitor the execution thereof
		4.2	Assist to provide leadership and direction with regards to the identification of policy gaps and determination of policy goals.
		4.3	Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices.
5	Ensure legislative adherence and good governance in line with prescribed policies and legislation	5.1	Ensure that all tax (employees related) is up to date and that compliance is adhered to.
		5.2	Ensure that all legislation is adhered to such as SARS, GAAP, IFRS, thereby minimising risk for the Commission
		5.3	Ensure good governance in line with treasury guidelines and

<b>D. Key Responsibilities</b>			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
<b>Key Performance Areas (KPA)</b>		<b>Activities (Linked to each of the KPAs)</b>	
<b>No.</b>	<b>KPA Description</b>	<b>No.</b>	<b>Activity Description</b>
			regulations and the PFMA.
		5.4	Monitor compliance with all relevant legislation, regulations, policies and procedures including GAAP and IFRS requirements.
		5.5	Ensure compliance with all audit requirements.
		5.6	Assist with the ensuring the development and implementation of risk management frameworks, standards and practices.

<b>E. Advisory Responsibility</b>	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
<b>To Whom</b>	<b>Type of Advice/ Information</b>
The Commissioners	Expert financial and strategic advice, budgetary and reporting advice, compliance to PFMA and Treasury regulations, performance monitoring, providing leadership and direction.
The Accounting Officer (The CEO)	Expert financial and strategic advice, budgetary and reporting advice, compliance to PFMA and Treasury regulations, performance monitoring, providing leadership and direction.
Heads of Units and Provincial managers	Expert financial and strategic advice, budgetary and reporting advice, compliance to PFMA and Treasury regulations, performance monitoring, providing leadership and direction.
Internal audit and the audit committee	Comply with internal audit requirements, including the provision of relevant reports as and when required.
National Treasury and other legislative/ regulatory bodies	Legislation and policy changes, financial and budget reporting (Submission of MTEF and the mid-term review process), and reporting on audit enquiries; Compliance reporting
Private Organisations (Banks, Donors)	Financial requirements, financial reporting

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	<ul style="list-style-type: none"> <li>• 3</li> </ul>
Number of staff indirectly managed	<ul style="list-style-type: none"> <li>• 2</li> </ul>
Financial accountability	<ul style="list-style-type: none"> <li>• R3,5 Million annually</li> </ul>

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
<b>Skills/ Knowledge/ Behaviour:</b>	
Requirement	Type
<p><b>Key competencies</b></p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>• Financial management</li> <li>• Strategic capability and leadership</li> <li>• Problem solving and analysis</li> <li>• People management and empowerment</li> <li>• Confidential knowledge management</li> <li>• Communication</li> <li>• Honesty and integrity</li> <li>• Client orientation and customer focus</li> </ul>
<p><b>Knowledge and education</b></p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> <li>• Post graduate / Honours in Accounting and/or Financial Management or equivalent qualification</li> <li>• Preferably should have completed articles</li> <li>• Knowledge and understanding of all relevant legislation including the PFMA &amp; Treasury Regulations</li> <li>• Knowledge of accounting principles</li> <li>• Knowledge of government's financial processes, including budgeting, supply chain management</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of Generally Accepted Accounting Practices (GAAP)</li> <li>• Knowledge of Generally Recognised Accounting Practices (GRAP)</li> <li>• Knowledge of International Financial Reporting Standards</li> <li>• Knowledge and understanding of project management systems and processes</li> <li>• Should be able to: <ul style="list-style-type: none"> <li>○ link various related components of performance monitoring and evaluation together (for example, the inputs, processes, activities, outputs, outcomes, and impacts that constitute projects, programmes, and services), to form an integrated whole or system;</li> <li>○ set up &amp; manage the PMER system for their Programme, including the ability to - <ul style="list-style-type: none"> <li>▪ identify performance information requirements;</li> <li>▪ design performance reports (including system reports) to provide high quality performance information for all reportable areas under their control;</li> <li>▪ design performance measurements &amp; scores;</li> <li>▪ analyse, interpret &amp; evaluate performance reports;</li> <li>▪ communicate performance information effectively;</li> <li>▪ produce the performance results to the standard, &amp; within the timeframes required.</li> </ul> </li> </ul> </li> <li>• Applied understanding of: <ul style="list-style-type: none"> <li>○ the statutory and regulatory requirements regarding performance monitoring, evaluation &amp; reporting, including: Section 38(1)(a)(i) &amp; (b) Section 40(3) (a) of the PFMA, &amp; National Treasury Regulation 5.3.1 for Constitutional Institutions;</li> <li>○ Government Guide to the Outcomes Approach (2010);</li> <li>○ Framework for Managing Programme Performance Information (National Treasury, 2007);</li> <li>○ New Framework for Strategic Plans &amp; Annual</li> </ul> </li> </ul>
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	<p>Performance Plans (National Treasury, 2010);</p> <ul style="list-style-type: none"> <li>○ Statistics SA Statistical Quality Assessment Framework (2008);</li> <li>• Understand the electronic system/s used in their area of responsibility, in order to: <ul style="list-style-type: none"> <li>○ ensure the quality of the data;</li> <li>○ set access levels &amp; authorise data corrections;</li> <li>○ maintain the integrity of the system; and</li> <li>○ Identify/specify required system design changes to match the operational process &amp; reporting requirements.</li> </ul> </li> </ul>
<p><b>Experience</b></p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• At least 5 years financial management experience in a managerial position</li> </ul>

H. Career pathing	
<b>Next higher position:</b>	CFO
<b>What is required to progress:</b>	Refer to profile for requirements

I. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.				
Title	Name	Employee Number	Signature	Date