



Job Profile

Title: Executive Finance



JOB PROFILE REPORT

SACPCMP

JOB TITLE:
Executive: Finance

APPROVALS:

Division/Department/Section: _____

Incumbent first name & surname: _____

Incumbent employee number: _____ Signature: _____ Date: _____

Manager/Supervisor name & Surname: _____ Signature: _____ Date: _____

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JOB PROFILE

JOB TITLE: Executive: Finance

JOB PURPOSE: This **TACTICAL LEVEL LEADERSHIP** position in the **REGULATORY PUBLIC SERVICE** INDUSTRY in the built environment manages the FINANCE function for the SACPCMP with regards to the following DISCIPLINE(S) /BUSINESS PROCESS(ES):

LEADERSHIP:

1. Horizon Planning
2. Human Capital Management
3. Financial Management
4. Contracts/Supplier Management
5. Corporate Governance
6. Change Management
7. External Stakeholder Liaison
8. Continuous Leadership Development
9. Risk Management

DISCIPLINE/BUSINESS PROCESS:

- 1. Financial Management**
 - Financial Accounting
 - Budgeting & Forecasting
 - Payroll Management (Outsourced)
 - Treasury
 - Internal Audit
 - External Audit support
- 2. Procurement**
- 3. Facilities Management**

ENTRY LEVEL REQUIREMENTS

QUALIFICATIONS:	B. Comm with CA
YEARS OF EXPERIENCE:	8 years related experience
LEADERSHIP EXPERIENCE:	2 year's leadership experience Sound Management Accounting experience and Financial Administration

GENERIC KNOWLEDGE REQUIREMENTS

CERTIFICATIONS	STANDARDS	LEGISLATION	INDUSTRY BODIES
Valid driver's license	GAAP – Generally Accepted Accounting Practice	Commercial Law	CA with membership SAIPA
	SACPCMP Policies and guidelines relating to Finance	SACPCMP Act	
	IFRS- International Finance Reporting Standards	Tax Law	
		Banking Law	
		Administrative / Public law	
		Intellectual Property Law	
		PFMA – Public Finance Management Act	
		Company Law	
		PAIA – Public Access to Information Act	
		POPI Act – Protection of Personal Information Act	

PPPFA – Preferential Procurement Policy Framework Act

ICT REQUIREMENTS

ICT LEVEL REQUIREMENTS	PROFICIENCY	ICT BUSINESS PROCESS REQUIREMENTS	PROFICIENCY
MS-Word	Intermediate	YM System	Advanced
MS-Excel	Advanced		
MS-Outlook	Advanced		

LEADERSHIP ROLE CONTENTS

Horizon Planning: Refers to medium to long term strategic planning and translating organisational goals into business plans for implementation by all leadership levels in the organisation

	Role Content	Activities	Measurement
Plan	Translates the goals and objectives for the functional area		
Execute	Implements functional area's operational plans and objectives		
	Implements approved structures including people, process and technology		
Monitor & Control	Monitors and analyses results to determine progress against functional plan		
	Devises corrective and preventative plans where deviation is reported for the functional area		
Report	Submits progress reports on functional area's operational plan implementation		
	Submits information on required reports e.g. annual report sections		

Human Capital Management: Refers to the management and development of staff and development of organisational talent

	Role Content	Activities	Measurement
Plan	Participates in planning human capital requirements for the functional area		

	Implement preventative- and risk mitigation plans for anticipated skill shortages for the functional area		
Executes	Implements human resources plans and strategies		
	"Lives" the organisation culture and values		
	Hires, disciplines and motivates staff in the functional area		
	Contracts and evaluates the functional team' performance objectives		
Monitor & Control	Monitors implementation of functional team's development plans		
Report	Prepares reports on function's resource plan and human capital processes / employee relations and wellness		
Financial Management: <i>Refers to the planning, monitoring, organizing, and controlling of the monetary resources of the organization</i>			
	Role Content	Activities	Measurement
Plan	Provides input in functional area's budget		
Execute	Implements and manages functional area's financial plan and budget		
	Facilitates payments for general- & assets procurement, capital goods / professional services		
Monitor & Control	Checks and controls functional area income / expenses against approved operating budget		
Report	Prepares and submits functional area's budget report to Management Committee.		
Corporate Governance: <i>Refers to system of rules, practices and processes by which a company is directed and controlled</i>			
	Role Content	Activities	Measurement
Plan	-		

Execute	Compiles and/or prepares statutory reports e.g. BBBEE, Industry- and Government specific reports		
	Participates at governance committees, information- & decision making bodies		
	Prepares and submits source documents on audit queries		
	Manages adherence to Corporate Governance structures, policies & procedures		
Monitor & Control	Monitors adherence to Corporate Governance structures, policies & procedures of function		
Report	Provides information for inclusion in statutory reports for functional area		
	Reports any deviations from acceptable governance norms, approved procedures and practices		
Contracts/Supplier Management: <i>Refers to the process of identifying, acquiring and managing the products and/or resources required to meet the strategic goals of the organisation. These include physical goods as well as information, services and any other resources</i>			
	Role Content	Activities	Measurement
Plan	Plans and prepares tender/bid process & submits documents for purchase of new goods/services		
Execute	Adheres to Procurement & Supplier Management policy & procedure		
	Maintains customer & strategic supplier relationships		
	Manages contracted Services / Service Level Agreements		
Monitor & Control	Monitors implementation of actions/changes with regard to suppliers/vendors/service providers/products		
	Checks quality and other metrics according to Service Level Agreements		
	Monitors adherence to and implementation of Procurement & Supplier management policy & procedures		

Report	Reports on contractual issues, metrics and other related information for functional area		
Change Management: <i>Refers to all communication processes internally (employees & management)</i>			
	Role Content	Activities	Measurement
Plan	Collaborates with the PR/Communications function / HR function/ Project Team with regard to communication plans		
Execute	Speaks at professional forums / -bodies		
	Communicates functional goals and direction clearly, consistently and regularly		
	Participate in change management roll-outs in functional area		
	Liaises with functional area and fosters sound ethical stakeholder relationships		
	Engages and consults with functional staff in the process of change		
Monitor & Control	Implements regular and structured communication mechanisms & change feedback meetings		
Report	Provides feedback on change initiatives and the impact on function's morale		
External Stakeholder Liaison: <i>Refers to all communication processes externally to customers and stakeholders</i>			
	Role Content	Activities	Measurement
Plan	Stays abreast with industry trends & changes by liaising with major stakeholders both internally & externally		
Execute	Implements tactical plans to meet customer needs and resolve problems and issues		
	Participates in industry forums		
Monitor & Control	Puts monitoring mechanisms & plans in place for legislative/industry/customer changes		
Report	Provides feedback to internal & external stakeholders		

Continuous Leadership Development: Refers to a focus on developing, coaching, mentoring and providing feedback to employees with a view to raising the bar on leadership competence and enabling succession planning within the organisation

	Role Content	Activities	Measurement
Plan	Plans and takes responsibility for own leadership development		
Execute	Implements leadership assessment strategies and methods e.g. 360-degree assessment instruments		
	Coaches & mentors functional area staff by providing information, setting goals and providing feedback		
	Collaborates with Human Resources in order to implement leadership development plans		
Monitor & Control	Provides input into the leadership development plan in order to address gaps in the functional area		
Report	Reports on leadership development program progress and implementation, gaps and recommends action in functional area		

Risk Management: Refers to proactively identifying and understanding the factors and events that may impact the achievement of strategic and operational objectives, followed by managing, monitoring and reporting these risks. Sound risk management is not about eliminating or avoiding risks, but rather taking acceptable risks and managing it well.

	Role Content	Activities	Measurement
Plan	-		
Execute	Resolves contractual compliance issues/problems to mitigate risk		
	Implements risk mitigating policy, plans and preventative action strategies in functional area		
Monitor & Control	-		
Report	Reports all risks identified and mitigation thereof to executive management		

DISCIPLINE / BUSINESS PROCESS ROLE CONTENTS

Financial Management

	Role Content	Activities	Measurement
Plan	Anticipates financial policy for the Council	Preparing and submitting policies for approval by Council	
Execute	Provides advice/input to management (across legal regimes e.g. tax, Companies Act, etc.)	Staying abreast of legislation and best practice, as well as standards and requirements stipulated by stakeholders	
		Scrutinizing reports and legal documents for exposure to financial risk and compliance	
		Adhering to accounting standards	
		Gathering data, seeking external advice, analysing and providing scenarios for implementation	
		Providing support with regards to establishment of legal entities & companies	
		Considering tax complexities and implications and making recommendations	
		Educating and training colleagues in the implications and scenario's regarding financial transactions and legal contracts entered into by Council	
Monitor & Control	Monitors financial reports with regard to adherence to policy and statutory requirements	Resolving issues and making final decisions in conjunction with senior leadership	
	Monitors compliance to financial policies in the finance department and the Council	Managing authorisation levels / limits of authority	
		Managing adherence to financial processes	
		Managing the initiation, review & approval of financial policy amendments and changes	
Report	Addresses any issues arising from internal audit reports and risk events	Amending strategies and plans	
		Setting and agreeing new risk goals and objectives	

Payroll Management (Outsourced)			
	Role Content	Activities	Measurement
Plan	Maintains professional and technical knowledge	Staying abreast with legislation	
		Attending educational workshops	
		Reviewing professional publications	
Execute	Conducts payroll forecasting, budgeting & provisions	-	
	Maintains payroll information	Managing the collection, calculation and entering of data	
		Facilitating the flow of information from the organisation for timeous processing of the payroll	
		Advising service provider on remuneration and benefits calculations – Med.Aid, Pension Funds, etc.	
		Developing and implementing process improvement and standardisation of the payroll system and communication with operational leadership	
		Checking and participating in month-end payroll processing	
		Preparation and reconciliation of monthly General Ledger Accounts	
	Checks correctness of payroll liabilities	Approving calculation of employee statutory and legislative payments (UIF, Pension, PAYE)	
	Performs quality assurance by co-ordination and reviewing of all employee timesheets, management reporting, submissions, employment contracts and policies		
	Manages reconciliation and accurate payments to all employee benefits providers e.g. medical aid		
	Manages the correct reflection of leave- and overtime		

Monitor & Control	Checks and monitors calculations, deductions and accuracy of data		
	Monitors compliance and financial controls and statutory and legislative compliance and advising management on needed actions		
	Resolves complex queries		
Report	Drafts internal management reports		
	Reports on leave and overtime		
Budgeting & Forecasting			
	Role Content	Activities	Measurement
Plan	Adheres to pre-defined reporting cycles and schedules		
Execute	Manages the budgeting process	Preparing expenses and costs forecasts and budget figures for all operations and support divisions	
		Forwarding cost report to the operations and support division for joint review	
Monitor & Control	Monitors data integrity of reports	Assisting operational leadership with reporting	
	Verifies and checks budgets for accuracy before sending out	Communicating budget requirements to the Financial committee	
Report	Reports problems and issues with regard to report formats, bottlenecks and inefficiencies		
Financial Reporting			
	Role Content	Activities	Measurement
Plan	Plans monthly financial reporting timelines		
	Adheres to pre-set time tables for reporting		
Execute	Manages the Accounts Receivable, Accounts Payable, Bank Recons and all other roles performed by team members		
	Signs-off debtors and creditors reconciliations		

	Reviews income statement and report Adheres to pre-set time tables for reporting	Liaises with divisions on query resolution Produces consolidated reports for all divisions	
Monitor & Control	Identifies and reports on excessive expenditures Monitors the integrity of supplier and internal data Monitors debtors' issues when they arise Monitor correct account allocations		
Report	Submits a report on all outstanding accounts receivable (debtors) and accounts payable (creditors)		
Treasury & Grants			
	Role Content	Activities	Measurement
Plan	Anticipates best investment plans and obtains approval from Council		
Execute	Oversees funding and how it is allocated	Managing contracts for both operational – and grant funding	
Monitor & Control	Monitors the Council's investments		
Report	Reports on investment options and recommendations to improve returns through investments		
Internal Audits			
	Role Content	Activities	Measurement
Plan	Plans divisional and departmental audits		
Execute	Liaises with divisions/departments on audit reports	Performing the following, but not excluded or limited to: <ul style="list-style-type: none"> - Fixed Costs administration - Petty Cash review - Debtors review - Creditors review 	

		- Asset reviews	
Monitor & Control	Follows up on findings and implementation of recommendations		
Report	Reports findings and make recommendations		
External Audit Support			
	Role Content	Activities	Measurement
Plan	Plans and provides for timeslots in the team's schedules for the external audit reviews		
Execute	Facilitates and provides support to the reviews by auditors		
	Assist in the preparation of annual financials and liaises with auditors in the audit process		
Monitor & Control	Ensures implementation of audit findings and recommendations from the management letter		
Report			
Facilities Management			
	Role Content	Activities	Measurement
Plan			
Execute	Manages the Facilities function		
Monitor & Control	Monitors maintenance issues		
	Monitors contracts applicable to facilities & the built environment		
Report	Reports on costs		
Procurement			
	Role Content	Activities	Measurement
Plan	Determines procurement policy within the guidelines of the PPPFA		
Execute	Manages the Procurement function		
Monitor & Control	Monitors compliance to Procurement procedures		
	Monitors risk		
Report	Drafts procurement reports		

COMPETENCIES FOR THE LOWER TACTICAL LEVEL			
<i>Relationship Management</i>	<i>Communication</i>	<i>Decision Making</i>	<i>Work Management</i>
Mentoring: The ability to create an environment conducive to the development of others' knowledge and skills so that their potential is reached.	Change Management: The ability to understand the impact of change on people and to use techniques and personal interaction and style to support people through periods of transformation and adjustment	Conceptual Thinking: The ability to understand and consider the wider context (big picture) relating to actions and decisions and to recognise how one's own actions & decisions fit into this wider picture	Quality Management: The understanding of quality principles across the organisation/discipline and the ability to put into effect adherence to rules, regulations and standards
			Tactical Planning: The ability to understand the strategic plan of an organisation and to translate concepts and policies into practice
			Standards & Legislative Compliance: Possessing the knowledge of industry standards and how to apply standards/benchmarks/legislation and protocols in the business process