

CHIEF FINANCIAL OFFICER

Salary: R1 467 235.30 per annum (All Inclusive Package)

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority (PSETA) requires the services of a suitably qualified Chief Financial Officer. The successful applicant will be based at PSETA offices in Hillcrest, Pretoria and will report to the Chief Executive Officer (CEO).

Job purpose:

To provide effective professional leadership and ensure the establishment and implementation of sound financial management, accounting, procurement and internal control systems and processes, for PSETA, in compliance with GRAP, PFMA, NT regulations and other relevant legislative requirements.

Duties and Responsibilities

1. Strategic Leadership

- Assist CEO with the development of strategic plan and set comprehensive goals for performance and growth to ensure compliance with the relevant National frameworks as directed.
- Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the organisation.
- Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with PFMA and Treasury Regulations in order to ensure compliance and promote sound financial management.

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

- Oversee the preparation and submission of monthly, quarterly financial reports as well as annual financial statements to the Accounting Authority.
- Oversee the development of policy and procedure manuals to ensure effective management of finance and supply chain.
- Oversee the implementation of Supply Chain Management regulations, prescriptive and processes.
- Advise the CEO and Accounting Authority on all matters that may have adverse financial implications for the organisation.

2. Governance

- Oversee and manage compliance with International Financial Report Standards (IFRS), Public Finance Management Act (PFMA), Treasury Regulations, Guidelines, and other applicable prescripts.
- Quality assures submissions to the CEO's Office and ultimately the Board structures.
- Manage and guide in compliance with Section 51 of the PFMA to prevent fruitless, wasteful, and irregular expenditure.
- Ensure that all action plans are in place and monitor progress against these plans regularly.
- Lead and participate on internal and external audit processes to ensure that there are no repeated findings specific to the Finance environment and corrective actions are implemented accordingly.
- Oversee the overall compliance with the legislative and regulatory framework pertaining to the PSETA.
- Establish, implement, and maintain financial management structures and systems.
- Monitor the operation of the accounting systems, controls, and procedures in order to ensure the integrity of the financial information.
- Oversee and manage the supply chain management processes and procedures to ensure compliance with the relevant legislation.

3. Stakeholder Management

- Strategically liaise with the Auditor General, National Treasury and DHET and other bodies which set financial standards to ensure effective compliance with the relevant legislation.
- Build, foster and strengthen relationship between the Accounting Authority, Management, the DHET and other relevant stakeholders.
- Represent the SETA at strategic forums and maintain constant communication with all interested parties within and outside the sector.
- Manage engagements with assurance providers/all stakeholders including responding to matters raised.
- Foster focused partnerships with Higher Education Institutions, TVET colleges, National Treasury, Auditor General and other SETAs.

4. Finance management

- Lead the development of the organisation's budgets.
- Oversee the budget preparation process, provide advice, and support to the other departments and review the budget proposal prior to submission to the relevant authority.
- Manage financial and other resources relating to the core business of the PSETA.
- Ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
- Lead performance reporting of core business division in compliance with policy and National DHET prescripts on monthly, quarterly, and annual basis.
- Oversee and manage the budget monitoring process including the production of monthly and quarterly financial and performance reports and provide recommendations and advice to address significant variances.
- Review and manage the compilation of Quarterly and Annual Financial Statements.
- Lead and direct the financial actions of PSETA, including tracking cash flow and financial planning as well as analysing PSETA's financial strengths and weaknesses and proposing corrective actions.
- Lead the diversification and design of progressive PSETA funding model to support organisational strategy.

- Oversee prudent demand and acquisition planning for PSETA.
- Oversee the activities related to skills development grant payments.
- Ensure compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.

5. People Management

- Lead and drive a high performing team for excellent results.
- Uphold high ethical standards and create and maintain a culture of performance and efficiency.
- Communicate with department staff and following up department goals.
- Drive the divisional implementation of policies within the division.

EDUCATION AND EXPERIENCE:

- An undergraduate qualification at NQF Level 7 in Accounting, Finance and Supply Chain Management or equivalent relevant qualification and a post graduate qualification in Accounting, Finance and Supply Chain Management at NQF Level 8 or equivalent relevant qualification.
- A Chartered Accountant qualification (CA) SA will be an added advantage.
- Registration with professional bodies will also be an added advantage.
- 10 years relevant experience in a Public Service Sector/Entity or SETA environment of which 5 years must be at senior management level in Finance, Accounting, or Supply Chain Management within the South African Public Service Sector.
- An excellent knowledge of accounting principles and flair for figures is essential. Must have a good knowledge of the Public Finance Management Act, International Financial Report Standards, Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Treasury guidelines, King IV Report on Corporate Governance as well as other relevant legislation within the public sector.

KNOWLEDGE, SKILLS AND ATTRIBUTES: Strategic leadership and management * Business planning and design, Performance measurement, Financial accounting, Management accounting, Internal control, Internal and external audit, Information systems, Negotiation skills, Communication skills, Analytical skills, Good interpersonal skills, stakeholder management principles.

Kindly submit a detailed CV, certified copies of qualifications and motivation for your appointment to the Human Resource Department via e-mail to recruitcfo@pseta.org.za.

Enquiries: Ms Phuti Phosa

Tel: 012 423 5726

Closing Date: 07 April 2022

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Designated groups are encouraged to apply (Youth, Women and People with disabilities)

Recommended candidates will be subjected to competency assessment, security vetting and financial disclosure.



09 March 2022