

Manager: Finance

REF: 02/PSETA

Salary: R 1 089 084,86 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 needs to employ a suitably qualified Manager: Finance. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To manage and coordinate the Finance department operations and ensure compliance with business, regulatory and GRAP requirements.

Duties and responsibilities:

- Provides input into financial targets on APP, operational plans and performance reports to ensure efficient management of the Finance department.
- Prepares and monitors PSETA's budgets and forecasts, manages divisional budgets and mid-year reviews, solicit inputs from departments for budget consolidation purposes.
- Ensures divisional, regional and departmental budget is aligned with PSETA financial guidelines and spending occurs within budgetary limits.
- Ensures the effective, efficient, economical and transparent use of financial and other resources.
- Maintains and approves PSETA's General Ledger, loaded budgets and trial balances.
- Compiles and reports on quarterly and annual financial statements; on monthly, quarterly and annual budget, as well as management accounts and financial analysis.

Board members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Djudla | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CEO: Ms B Lerumo

- Approves expenditure, petty cash requests, bank recons and invoices through the SCM system.
- Propose and implement improvements in accounting and reporting systems along with internal controls to facilitate and enable accurate and timely reporting; as well as opportunities to reduce costs.
- Compile submissions to the CFO for approval by the CEO and Board.
- Monitors the operation of controls and procedures in order to ensure the integrity of PSETA.
- Develops and maintains a quality assurance and improvement program that covers all aspects of the policy and risk activity.
- Identifies and monitors departmental risks and develop and maintain a risk register.
- Establishes and maintain a system to monitor the dispositions of results communicated to management.
- Provides support to the Internal Auditors and AG and respond to the findings.
- Ensures that all action plans are in place to address internal and external audit findings and monitor progress against these plans.
- Develops departmental plans, business processes and budgets and manage the financial, risks and other resources relating to the Quality Assurance function in the PSETA.
- Ensures compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
- Ensure compliance with GRAP, PFMA, Treasury Regulations, Guidelines and other applicable Prescripts.
- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Represents PSETA in meetings with stakeholders.
- Solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.

- Provides advice and guidance to Management on internal stakeholder related matters.
- Manages relationships in accordance with policies and procedures and legal requirements.
- Develops, implements and monitors a stakeholder management system.
- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.
- Sets performance objectives for team by cascading of the organisation's initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.
- Monitors the implementation of the HR policies within the division.

Requirements:

- Bachelor's degree in Accounting, Finance or related fields (NQF 7).
- Bachelor's Hons degree in Accounting, Finance or related fields (NQF 8) will serve as an advantage.
- 7 years relevant experience in Financial and Accounting operations, including forecasting, reporting, performance management systems and analysis in a Public Service Sector / Entity or SETA environment of which: 3-5 years at management level in a SETA environment.
- Professional membership association with SAIPA / SAICA or any related financial or accounting affiliation would be added advantage
- Driver's License.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to pseta@miltonresourcing.co.za. Kindly also quote the reference number on the email subject line.

PLEASE NOTE:

Closing Date: 14 December 2023

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele - **Call: 012 423 5700**

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

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.**