



SOUTH AFRICAN BOARD FOR SHERIFFS (SABFS)

THE SOUTH AFRICAN BOARD FOR SHERIFFS (SABFS) IS A STATUTORY BODY ESTABLISHED UNDER SECTION 7 OF THE SHERIFFS ACT 1986. IT WAS ESTABLISHED TO MAINTAIN THE ESTEEM, ENHANCE THE STATUS, AND TO IMPROVE THE TRAINING AND FUNCTIONS OF THE SHERIFFS PROFESSION.

ITS GENERAL FUNCTIONS ARE SET OUT IN SECTION 16 OF THE ACT. IT ALSO PLAYS AN INDIRECT ROLE IN THE APPOINTMENT OF SHERIFFS THROUGH ITS CONTROL OVER THE ISSUING OF FIDELITY FUND CERTIFICATES, WITHOUT WHICH A PERSON IS NOT ENTITLED TO FUNCTION AS A SHERIFF.

THE SABFS SEEKS TO MAKE THE FOLLOWING APPOINTMENTS (ALL POSTS ARE BASED IN CAPE TOWN):

GENERAL MANAGER - CORPORATE AND FINANCIAL SERVICES DIVISION - Ref: 121901

Purpose of the Position: The Corporate & Financial Services Division supports the work of the organisations' other divisions as well as offering a one-stop enquiry & information service to the public and the profession. It also has oversight for all basic level compliance administration for Sheriffs' offices.

The head of the division also functions as the organisations' Chief Financial Officer, providing strategic level financial leadership for the SABFS as a whole and manages all aspects of expenditure, income & payroll.

The post is responsible for ensuring that the Human Resource & ICT needs of the organisation are met in line with agreed strategic objectives and budgetary constraints.

Key Deliverables: The post is expected to deliver on the following outcomes: • Quality of accounting and administrative controls and procedures • Accuracy and timeliness of financial and administrative information • Solutions to financial and budgetary problems • **Advice and support provided to Executive Manager & Board regarding the preparation and interpretation of budgets, variance reports and other financial management reports** • Effective Human Capital management

Knowledge: The incumbent must have proficient knowledge in the following areas: • Degree in Financial Management/ Accounting or equivalent qualification • Minimum of 5 years relevant experience in a financial and human resources/ administration management environment of which 2 years should be at senior management level • A sound knowledge of Public Finances and good working knowledge of the Public Audit Act • Computer literacy (MS Office/Advanced Excel) • Working knowledge of financial statements

Skills: The incumbent must demonstrate the following skills: • Strategic planning and organising • Analytical, problem solving and decision-making • Computer literacy (MS Office) including financial software • Effective interpersonal communications • Excellent written communications • High proficiency level on computerised accounting, spreadsheet and word-processing programmes

Contract post (5 years) - Annual Remuneration Package - R550 992 (TCTC)

APPLICATION PROCESS

- Download the criteria and terms and conditions applicable to all posts
- Download Application from <http://www.sheriffs.org.za/vacancies.htm> & a full job description for each post from the website
- Complete & return with CV to jobs@sheriffs.org.za
- Closing date for all applications - **21 November 2012 at 12h00**