

Finance Manager



3 Year Fixed Term Contract

Remuneration: Market Related Salary

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added financial management services to the SABFS.

PURPOSE OF THE POSITION

The Financial Services Division supports the work of the organisation's other divisions as well 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 including:

- Fidelity Fund Certificates
- Legal Obligations Circulars
- Trust Accounts
- National Register of Sheriffs

The head of the division also functions as the organization's chief financial officer, providing strategic level financial leadership for the SABFS as a whole and manages all aspects of expenditure & income.

KEY PERFORMANCE AREAS

- Manage the provision of high level financial information required by the Executive Manager, EXCO and Board
- Lead, direct, manage and evaluate the development and implementation of financial and other management information reporting systems
- Manage Annual Audit
- Manage the drafting, approval & implementation of SCM policies, Compliance policies and Standard Financial Operating Procedures
- Manage Statutory Compliance
- Manage and direct the day to day activities of the Finance Division
- Plan, Manage the Budget and Budgetary Control
- Revenue Management and Legal Obligations
- Financial Accounting, Bookkeeping and Reporting

KNOWLEDGE, SKILLS AND ABILITIES

- Problem solving skills
- Ability to interpret and apply policies
- Computer literacy (MS office)
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Effective written communications skills
- Ability to communicate effectively
- Computer skills including the ability to operate computerised accounting, spreadsheet and word-processing programs at a highly proficient level
- Management and leadership skills

QUALIFICATIONS & EXPERIENCE

- Grade 12
- Degree in Financial Management/Accounting or equivalent qualification
- Professional Registration and CA,CIMA, ACCA
- Minimum of 5 years relevant experience in a financial and/or Compliance/ administration, management environment of which 2 years should be at senior management level
- A sound knowledge of Public Finance Management Act, Treasury, Regulations, advanced spreadsheet skills (will be tested) and a working knowledge of financial statements
- Superior Knowledge of GRAP, accrual accounting as well as modified cash and accounting
- Knowledge of the Government Departments and functions and services would be an advantage
- Strong financial management skills

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) may be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS

- ❖ A Curriculum Vitae, certified copies of ID and qualifications should be submitted to jobs@sheriffs.org.za
- ❖ Closing date for all applications – 15 June 2022
- ❖ Full job description on the website from <http://www.sheriffs.org.za/vacancies>

NOTE: *The South African Board for Sheriffs encourages applications from people with Disabilities.*