

# VACANCY

## Senior Manager: Financial Management

Location: Head Office, Pretoria PPSA (01/08/2023)

All-inclusive salary package: R1,162 200.00 to R1, 365 411.00 per annum

### Requirements:

A SAQA recognised Bachelor's degree (NQF7) in the field of Accounting/Financial Management/Auditing • A minimum of 8 years' relevant experience in Finance of which at least (5) years' should have been at middle management • Extensive practical experience in the compilation, analysis and interpretation of financial statements in compliance to GRAP, PFMA, Treasury Regulations and National Treasury Practice Notes • Computer literacy and a valid driver's license is required • Computer literacy and working knowledge of Caseware, SAP and MS Packages • A valid driver's license.

### Skills, Knowledge, and Competencies:

Knowledge of public service legal framework and leadership • Programme and project management • Financial management, change management and transformation • Knowledge management • Service delivery innovation • Problem solving skills • Excellent knowledge of interpreting concepts into operational activities • In depth knowledge, understanding and application of GRAP, PFMA, Treasury Regulations and National Treasury Practice Notes.

### Strong ability to :

Work under pressure; proven track record in relationship building and management think analytically and to take appropriate decisions; communicate with people at all levels; manage and adapt to change and diversity; be impartial, objective and maintain political neutrality; be efficient; be proactive and innovative; be empathetic; mentor employees; Advice and influence decisions and policies.

### Duties and Responsibilities:

Manage the budget of the Public Protector South Africa and ensuring compliance to timelines on submission of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE) • Manage the organisational payroll • Ensure compliance to all applicable tax laws • Monitor revenue classification and reconciliation for the submission to National Treasury • Ensure compliance with GRAP standards and accuracy of information captured in the accounting system and generate information for the preparation of the monthly, quarterly and annual reports • Management of all financial and management accounts: reconciliations and month end procedures • Management of the external financial reporting process (Interim financial statements and annual financial statements) • Monitor accuracy of monthly and quarterly management accounts • Ensuring integrity, compliance and manage organisational risks within the section • Participate in relevant governance structures/committees • Establish, implement and monitor internal controls to ensure compliance with internal policies, GRAP standards, prescribed legislation i.e. the Public Finance Management Act (PFMA) and Treasury Regulations and National Treasury's Practice/Instruction Notes • Managing and resolving internal and external audit queries • Development and maintenance of financial management policies • Providing effective leadership, mentorship and management of staff within the Financial Management unit.

**Enquiries: Mr T Khunou, at tel: (012) 366 7031**

**Note:** All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

**All successful candidates will have to undergo security clearance and vetting.**

The Public Protector South Africa reserves the right not to fill the vacancies.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License(where required) and ID document.

Applications not complying with the above will be disqualified.

Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.

The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability).

Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Institution.

**Please direct your application, stating the relevant reference number as follows:**

For the attention of **Ms L Motlhabi** by email to [Applications@pprotect.org](mailto:Applications@pprotect.org)

**Please quote the position title and reference number on the email subject line when applying.**

**CLOSING DATE: 18 AUGUST 2023**



0800 11 20 40 / 012 366 7000



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