



Accountability · Integrity · Responsiveness

VACANCY

Senior Manager: Financial Management

Location: Head Office, Pretoria
Reference: PPSA 01/08/2025
All –Inclusive Package: R1 266 714.00 - R 1 492 122.00 per annum

Role Overview:

Reporting to the Chief Financial Officer: Finance, responsible for overseeing and managing the Institutional financial accounting functions to ensure compliance with applicable legislation, accounting standards, and internal policies. This role ensures accurate, timely, and complete recording of financial transactions, preparation of monthly management accounts and financial statements, and coordination of risk management, internal and external audits.

Qualifications and Experience

A SAQA accredited postgraduate qualification (NQF8) in Finance majoring in accounting and auditing • Completed Trainee Accountant Programme/contract in a workplace accredited by the relevant body • A minimum of 8 years' working experience and applied knowledge of GRAP standards or equivalent • At least five (5) years' of working experience must have been at senior management level • Demonstrable 5 years' experience in financial management, preparation of monthly management accounts and Annual Financial Statements, preferably in the Public Sector • Demonstrable 5 years' experience in the application of the PFMA, Treasury Regulations and National Treasury Instruction Notes in a similar environment • Excellent communication skills (verbal, presentation and report writing)

Attributes

Respect • Transparency • Courtesy • Team player • Integrity

Key responsibilities and Duties

Strategic planning, budgeting and budget management:

Financial inputs to the strategic and annual performance planning • Manage the budget preparation process, 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) • Analyse variances of actuals against budgets and report with recommendations to prevent over/under expenditure on annual budget allocations

Assets and liability management:

Procedures for daily review of application of GRAP standards for the recognition and measurement of assets and liability transactions while ensuring validity, accuracy and completeness of transactions • Accounting for all assets including maintenance of an up to date asset register and subsequent measurement transactions for Property, Plant and Equipment and Intangible Assets as well as monthly reconciliations, additions listings and disposals listings • Timely collection of outstanding debtors balances, monthly aging reports and appropriate subsequent monthly measurements • Payment of creditors within 30 days and monthly aging analysis and 30 day payment reports.

Financial Reporting

Preparation and/or review of monthly management accounts, quarterly, interim and Annual Financial Statements in accordance with GRAP standards as well as the Public Finance Management Act, Treasury Regulations and National Treasury Instruction notes • Preparation and/or review of monthly and cumulative listings and reconciliations supporting amounts and balances disclosed in the Statement of Financial Performance and Statement of Financial Position for the monthly management accounts, quarterly, interim and Annual Financial Statements • Compile an audit files for each month and financial year comprising of the lead schedule or lead sheets, listings, reconciliations and other relevant documentation and present to the Chief Financial Officer on a monthly basis • Liaise with and facilitate monthly submission of all reports that are required for disclosure notes in the Annual Financial Statements and the Annual Report from all relevant branch managers.

Manage audits

Present lead schedules audit file to CFO and external auditors prior to commencement of audits • Attend to and resolve both internal and external audit queries to prevent audit findings • Comply with PPSA month end processes and deadlines

Advantages:

- Knowledge of using SAP or SAGE accounting system and CaseWare reporting
- Prior experience with public entities/constitutional institutions • Understanding of the Public Protector's mandate.

Competencies and Skills

- 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 applicable GRAP standards, Treasury Regulations and National Treasury Practice/Instruction 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
- Advise and influence decisions and policies

Revenue and expenditure management:

Complete allocation drawing schedules • Procedures for daily review of application of GRAP standards for the recognition and measurement of revenue and expenditure transactions while ensuring validity, accuracy and completeness of transactions • Oversee development and maintenance of monthly and cumulative up to date listings to support amounts disclosed in management accountst

Payroll management:

New employee intake validation procedures • Implementation of controls regarding master data and changes thereto • Monthly variance analyses and reconciliations of the payroll system to general ledger • Timely, accurate and complete payment of salaries to valid ecipients, including employees, third parties and statutory deductions payments • Timely, accurate and complete filling of statutory returns.

Risk and operational plan Management

Identification, recording, management and reporting on all risks in own area of responsibility including the development and implementation of risk mitigation plans • Preparation and timely submission of monthly internal reports, including, monthly operational plan performance information reports, compliance and risk management monitoring and reports • Review, develop and maintain appropriate financial policies and procedures in response to risks identified

Manage staff

Providing effective leadership, mentorship and management support for staff within the Financial Management unit, as well as other units within the Chief Financial Officer's cluster, as and when directed by the Chief Financial Officer • Performing any functions of the Chief Financial Officer in his/her absence • Keep abreast of latest developments and provide continuous expert guidance to all finance officials on accounting issues (including interpretation of GRAP standards, legislation, regulations • Through bench-mark with other public sector entities and research on financial reporting achieve leadership status in financial reporting by the institution.

Enquiries: Ms Z. Luthuli @ tel (012) 366 7031

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

All shortlisted candidates shall undergo compulsory technical accounting competency assessments and only candidates that pass the test shall be invited to the interviews.

All successful candidates will have to undergo security clearance and vetting, and psychometric assessments may be conducted prior to appointment.

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 3 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references and including certified copies of qualifications and ID document. 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 Office.

To apply: Please quote the relevant job title and reference number on the subject line and submit to the following email address applications@tttreruitment.co.za

To the TRecruitment (Pty) Ltd has been appointed for response handling for the above position.