

## Vacancy

**Closing date of applications: 16 May 2018**

**Date of the advert: 06 May 2018**

**Position:** Finance Manager (Ref: FM002)  
**Department:** Finance  
**Location:** Blackheath, Randburg  
**Reporting to:** Chief Financial Officer  
**Remuneration:** Market Related

### Introduction:

FASSET is the Finance and Accounting Services Sector Education and Training Authority (SETA). Over 20 SETAs were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for a Finance Manager position.

**Purpose:** Reporting to the Chief Financial Officer, the incumbent will be responsible for finance management function within FASSET

### Key Responsibilities

- Develop operational plan for the Finance Unit, its risk register and all relevant registers in the Finance office.
- Provide support to the CFO in implementing strategic and operational plan of Finance unit.
- Provide advisory and support to FASSET management and staff on financial matters of the organisations, including budget monitoring.
- Ensure efficient financial support for strategic projects of FASSET.
- Manage and monitor levies revenue received by FASSET for implementation of its mandate.
- Ensure proper debtors management process and manage the accounts receivable process in term of GRAP standards.
- Manage and monitor accounts processing and payment of accounts payables in term of GRAP and applicable National Treasury instruction notes.
- Ensure all FASSET financial matters are properly accounted for.
- Review monthly general ledger and monthly trial balance in order ensure completeness and accuracy of all processed transactions.
- Review all financial account reconciliation in the Finance Unit.
- Prepare annual financial statements and interim financial statements that are GRAP compliant.
- Ensure that FASSET expenses are properly managed within available resources.
- Develop and update financial policies and provide inputs for other unit managers' policies.
- Assist both internal and external auditors in execution of their audits and ensure all documents need for audit are provided.
- Implement processes to ensure internal control improvement to avoid recurrence of audit findings.
- Provide leadership and guidance to the finance team and also cooperate with the SCM team within the CFO office.
- Participate in the improvement of good corporate governance and provide exemplary leadership to the team and maintain discipline in line with FASSET policy.
- Implement the governance structure recommendations.

- Performing duties when required at short notice, including work longer hours as and when necessary

### **Qualifications Requirements and Experience**

- A post graduate qualification in finance or equivalent. CA (SA), CIMA or any professional qualification in finance will be an added advantage.
- Advance computer literacy and have a valid driver's license.
- Good analytical, presentation, interpersonal, planning and organisational skills
- The candidate must be proactive, result driven, innovative thinker, team player, willing to work under pressure
- Candidate must be ethically sound and with no criminal record.

### **Knowledge and Skills**

#### **The following minimum knowledge, experience and skills are required for this position:**

- At least five years' working experience in accounting, auditing and budget management is required.
- Exposure to both private sector and public sector experience in financial and management accounting environment will be preferable.
- Minimum of two years managerial experience is required.
- Completed Articles with three years post Articles experience that include working practically in the accounting environment will be an added advantage.
- Public entity experience and understanding of the SETA environment will be an advantage.
- Experience in development financial policies and procedures.
- Experience in serving governance structures including procurement committees is essential.
- In depth experience of preparation of annual financial statements, preferable using CQS Caseware.
- Knowledge of GRAP standards implementation including understanding of development relevant accounting policies.
- Experience in use of accounting system for transaction processing and review of the system financial reports, expose in either of these systems will be advantage Microsoft AX, Sage systems and Pastel
- Knowledge of the VIP payroll will be essential.
- Proven knowledge of budget preparation, financial data analysis, budget management and monitoring.
- Knowledge of dealing with auditors in relation to the SCM matters and understanding of working with governance structures.
- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (Act no 5 of 2000), and relevant legislation governing the SETAs.
- Experience in engaging different stakeholders and governance structures, including audit committee, internal auditor and external auditors.

### **Additional Competencies**

- Integrity
- Commercial focus
- Analysis and problem solving
- Judgement and decision making
- Presentation skills
- Financial management skills
- Strategic thinking
- Report writing
- Organising and prioritising
- Developing relationships
- Proactive communication
- Networking

### **Competency Assessment**

Applicants will be required to take a proficiency test assessing the knowledge, experience and attributes needed. Applicants are expected to make a maximum of 1.5 hours available for the interview.

Shortlisted candidates will be required to undergo psychometric testing to confirm attitudinal and behavioural alignment to the position. The assessment takes a day from 07:30 to 17:00

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

**Particulars of advertiser:**

Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: [financemanager@tianaconsulting.co.za](mailto:financemanager@tianaconsulting.co.za)

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354

- **Please quote the above position name on all correspondence relating to this advert.**
- **Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.**
- **FASSET reserves the right not to fill any vacancies.**
- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training**