

Job Specification & Recruiting Profile of Vacancy

04 October 2023

The following vacancy exists at NSFAS in Cape Town.

Position	Manager: Treasury and Budgets	Type & Grade	C5, Permanent
Vacancy No	16 of 2023/24	Department & Unit	Finance, Treasury and Budgets

POSITION OVERVIEW:

To participate in the development of NSFAS policies, operation plans, systems and procedures that drive the efficient and effective implementation of the NSFAS Finance Department deliverables. The role involves managing the consolidation of financial data, preparation of financial reports and financial statements

RESPONSIBILITIES:

Policy, Systems & Procedure Development

- Participate in the development and management of the NSFAS finance related policy(ies), guidelines, and procedures.

Core Strategic & Operational Objectives Development

- Enable the implementation of the Finance unit's strategic plans
- Enable the implementation of the key performance indicators (KPIs) and operational plans of the unit
- Develop and monitor the budget to the fund strategic objectives of the organisation
- Align organisational budget to Annual Performance Plan
- Monthly, Quarterly and ad hoc Reporting
- Revenue management and reporting
- Invoice management
- Manage and implement the following:
 - Organisational planning, budgeting, optimisation and monitoring: admin budget, student budget and others
 - Cashflow analysis and projections
 - DHET Quarterly reports
 - Review of National Treasury templates
 - Facilitate the update of general ledger accounts
 - General Ledger analysis and review to identify variances and anomalies
 - Participate in the preparation of financial statements
 - Review working papers and supporting schedules
 - Perform duties of a bank signatory (Approve payment, opening and closing bank accounts)
 - Assist with the resolution of audit findings
 - Provide input to the compliance calendar
 - Assist with the resolution of audit matters
 - Coordinating and providing oversight over the audits by tracking Internal Audit and AGSA audit findings and RFIs

People Management & Ethical Leadership

- Manage and participate in the recruitment and selection of subunit vacancies in line with EE targets
- Delegate tasks to subordinates for implementation.
- Manage the subunit team to achieve the set and agreed programmes.
- Direct, inspire, coach and mentor subordinates to deliver quality programmes in line with NSFAS Values
- Manage the individual performance contracting and review process for subordinates.
- Manage all disciplinary matters of subordinates related to performance and conduct issues

Stakeholder Management & Relationships

- Oversee the utilisation and implementation of the Finance and subunit related policy, processes, efficiency channels and databases to resolve stakeholder queries and complaints
- Collaborate with stakeholders to enable Finance and subunit deliverables
- Communicate with stakeholders such as DHET, National Treasury and AGSA for reporting purposes and to resolve stakeholder queries.

Project Management & Leadership

- Manage and supervise the applicable projects to address identified needs as per the Finance Department strategy.
- Analyse and interpret project reports on completion of the project to evaluate return on investment and to inform decision-making.

Budget optimisation

- Forecast for subunit core administration activities and projects
- Expenditure in line with core activities and projects

Compliance Monitoring & Evaluation

- Manage the plans and processes of subunit-related affairs in line with laws, policies and regulations.
- Manage the subunits plans and processes that support the implementation of identified key controls and established risk mitigation procedures
- Analyse and improve the audit, risk and compliance outlook

Information & Knowledge Management

- Collaborate with stakeholders to build systems that enable the management of data obtained from different sources.
- Collaborate with stakeholders to use their experience, education and understanding to obtain knowledge from this information.

Reporting & Accountability

- on subunit strategic KPIs progress
- on the subunit operational plan progress
- on strategic stakeholders' issues and interventions management
- on internal and external audit and risk
- on any other work in the mandate of the subunit

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 8 In Accounting
 - Computer literacy – Intermediate Microsoft Package suit
 - Driver's license
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- Accounting and Reporting systems (Caseware, Acc Pacc, Office Dynamics etc)
 - 5 Years' experience in an accounting role of which 2 should be at the management level
 - Project management Skills
 - Knowledge of the National Government, Public Finance Management Act, National Treasury regulations and GRAP reporting standards,

Preferred

- Registered Chartered Accountant
- 10 Years' experience in an accounting role of which 5 should be at the management level
- Advanced project management Skills
- Advanced knowledge of the Higher Education Sector, National Government, Public Finance Management Act, National Treasury regulations and GRAP reporting standards,

Skill and Competencies:

- Strategic and visionary
 - Project Management
 - Interpersonal Skills
 - Data Analysis
 - Presentation Skills
 - Goal orientation skills
 - Influential and advocacy
 - Systems and IT flair
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REMUNERATION & BENEFITS

Remuneration Package: R864, 336 – R1 018, 155

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 20 October 2023

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the attention of Mr. Sive Hlobo via the following email address: **jobs@nsfas.org.za**.

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

For Enquiries please contact: Email: Siveh@nsfas.org.za

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “
