

Job Specification & Recruiting Profile of Vacancy

26 July 2021

The following vacancy exists at NSFAS in Cape Town.

Position	General Manager: Financial Administration	Type & Grade	Grade: 14 (Permanent)
Vacancy No	9 of 2021/22	Department & Unit	Finance

POSITION OVERVIEW:

The General Manager: Finance Administration will be responsible for leading the Finance Administration service unit which comprise Loan Book, Disbursements, Debtors and Credit Management. The incumbent will be reporting to the Chief Financial Officer and will contribute to the achievement of the Finance departments' strategy and plans.

RESPONSIBILITIES:

Financial Reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally recognised accounting principles (GRAP)

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- Prepare all supporting information for the annual audit and liaise with the Finance and the Audit & Risk Committee and the external auditors as necessary
 - Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
 - Review monthly results and implement monthly variance reporting
 - Manage the cash flow and prepare cash flow forecasts in accordance with policy

Credit Management

- Set recoveries/outstanding debt yearly collection targets
- Implement process to meet the targets
- Interact with various Debt Collection Agents and service providers
- Manage the staff in the debt collection unit

Strategy, Plan and Policies Developed

- Coordinate the collation of inputs into the development of the Finance departments strategy, annual plans and policies
- Review the Service Units strategy, annual plans and policies
- Communicate the approved Service Units strategy, annual plan and policies
- Coordinate and oversee the implementation of the Service Units plans

People Leadership

- Assign work in accordance with plans to staff members
- Annual Workforce plans developed
- Manage staff development and performance through annual performance plans and ongoing coaching
- Manage employee relations i.e. grievance, discipline and conflict resolution

Budget Management

- Approve Service Units budget
- Develop budget for own area of responsibility
- Monitor compliance with approved budget and take corrective action where necessary

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelors' degree in Commerce
 - CA (SA)
 - 3 to 5 years' experience as a Senior Manager in Finance or similar
 - Knowledge of Higher Education, development finance, NSFAS Act, PPPFA, NCA, Prescription Act, Tax Administration and PFMA
 - Experience in managing varied stakeholder including reporting to a sub- committee of the board
 - In-depth knowledge and experience of public sector procurement process and National Treasury Regulations
 - Excellent knowledge of an ERP system
 - The candidate must have experience in Credit Management.
 - An in-depth knowledge of end-to-end debtor's management process
 - Excellent people management skills
 - Able to work hard and cope well under pressure
 - Able to work independently and "hit-the-ground-running"
 - Financial Modelling and Advanced Excel skills
 - Good communication and persuasion skills across different levels
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Beneficial skills and experience

- Experience in being part of a senior management team of a complex organisation within the public sector
- General Manager experience or would be advantageous

Competencies

- Skilled and confident communicator, capable of engaging stakeholders at executive level
- Strong Business Acumen
- Strategic Leadership skills
- Self -Starter with an ability to manage multiple tasks
- Excellent interpersonal skills
- Strong problem-solving skills
- Able to work independently, as well as within a team
- Able to work under pressure and display initiative
- Organised and able to meet deadlines

REMUNERATION & BENEFITS

Remuneration Package:

R 1 222 639 to R 1 461 828 per annum.

NSFAS follows a cost to company remuneration structure.

PLEASE NOTE

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

The above-mentioned position will be offered on a permanent basis with a Total Cost to Company package.

Interested applicants should send a letter of application together with a detailed Curriculum Vitae with the vacancy/position title in the subject line, copies of academic qualifications, ID and names of three contactable referees to Ms. Fayroes Sherry via email: **jobs@nsfas.org.za**

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

Enquiries: Email: fayroess@nsfas.org.za

Tel 0217633600

NSFAS does not consider late applications

NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful

Closing date: 9 August 2021

“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.”