



National Student Financial Aid Scheme

## Job Specification & Recruiting Profile of Vacancy

13 June 2024

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Senior Manager: Loan Book	<b>Type &amp; Grade</b>	Permanent, D3
<b>Vacancy No</b>	18 of 2024/25	<b>Department &amp; Unit</b>	Finance

### POSITION OVERVIEW:

The Senior Manager is responsible for overseeing the end-to-end lending function for the entity, whilst managing the loan book performance in accordance with the approved credit risk policies, guidelines and reporting procedures.

### RESPONSIBILITIES:

#### Contribute to strategic development for the department.

- Provide input into the strategy for the department/section.
- Develop and maintain relevant policies & procedures.
- Provide input into budget and ensure budget management.

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### **Ensure compliance, monitoring, evaluation, and sound reporting.**

- Use of standard reporting templates and tools and make recommendations for improvements over time.
- Monitor compliance of section and direct reports with compliance needs of the APP service unit plans.
- Submit performance and compliance reports timeously and to required standards.
- Maintain debtor's loans book (update of debtors' statuses and interest rate, etc.).
- Monitor compliance of section and direct reports with compliance needs of the APP service unit plans.

### **Leading high performance teams.**

- Set, control and report on key performance areas and performance contracts.
- Coach, mentor and train the team and develop reports for performance improvement, career progression and recognition purposes.
- Maintain compliance, consistency, and take corrective action when needed.
- Participate in HR and organisational recruitment processes.

### **Ensure compliance to all HSEQ and other legislation, policy and procedures**

- Maintain and support HSEQ policies, standards and principles.
- Oversee the section's HSEQ legal compliance to meet departmental requirements.
- Act as the primary information source for the team, communicate and maintain quality control policies and standard work procedures to functional teams.
- Ensure that service suppliers to the function are not exposed to hazards to their health and safety.
- Provide inputs into the Risk Register.
- Ensure NCR compliance.
- Ensure critical documentation is filed accordingly.

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**Provide sound technical support.**

- Provide accounts receivable section strategic managerial leadership.
- Develop and enhance systems, processes and policies for the management of accounts receivable.
- Provide technical accounting advice on loan book accounting related queries.
- Provide input into strategies for improving the recovery rate of loans.
- Provide Quality assurance on loan book data submitted to the auditors.
- Participate in working groups on improving customer experience.
- Prepare board submissions on loan book performance.
- Design financial models for the collection of outstanding debt.
- Perform analysis of the loan book.

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**DESIRED SKILLS AND EXPERIENCE**

**Minimum requirements:**

- NQF Level 8 qualification in Finance/Commerce/Accounting
  - Professional registration as a CA(SA) or CIMA
  - At least 8 years' experience within creditors/loans portfolio environment
  - 3-5 years' experience in a Senior Management role
  - Extensive knowledge and experience in huge data analysis and management
  - Thorough knowledge of the NCA and NCR requirements, PFMA, POPI Act and Prescription Act.
  - Knowledge and exposure to technical accounting and financial instruments, (i.e. GRAP 104) and
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- Knowledge of Advanced Financial Modelling
  - Exposure to Actuarial valuations management, (i.e. pension fund, medical aid, loan book, etc.)
  - Strong ethical standards and high levels of integrity

**Behavioural Competencies:**

- Transformational and Ethical Leadership
- Team Management
- Critical Analytical Thinking
- Financial Acumen
- Change Management
- Emotional Intelligence
- Navigating the political landscape
- Managing Complexity

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## REMUNERATION & BENEFITS

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**Remuneration Package:** R 1 258 898 to R 1 482 941 per annum.

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

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### PLEASE NOTE

**Closing date: 26 June 2024**

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 Ms. Thokozile Mnikina via the following email address: **jobs@nsfas.org.za**.

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

**For Enquiries please contact:** Email: [ThokozileM@nsfas.org.za](mailto:ThokozileM@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 is 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 representativity (race, gender, disability) in the organisation through the filling of this position and candidates whose appointment will promote representativity will receive preference.”

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