Safety and Security Sector Education and Training Authority (SASSETA) is a public entity, established in terms of Section 9(1) of the Skills Development Act of 1998, as amended

CHIEF FINANCIAL OFFICER

This is contract position expiring on 31st March 2020

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R1, 200 000 – R1, 400 000

Reporting directly to the Chief Executive Officer, the incumbent shall be responsible for:

- Developing and implementing the budget policy and processes in line with legislative and good practice guidelines;
- Developing the annual SASSETA budget through the Medium Term Expenditure Framework (MTEF) process
- Securing board approval for the budget;
- Ensuring that the delegations of authority for budget spending are implemented according to the policy;
- Reviewing and implementing accounting policies in line with the financial strategy, MTEF and legislative guidelines;
- Reviewing and implementation of the procurement plan
- Managing finance statutory compliance of SASSETA and the submission of all financial statutory returns and reports;
- Assessing the operating and project financial results of SASSETA and identify potential additional funding sources and opportunities;
- Reviewing the Commitment Register
- Managing the production of the annual financial statements;
- Managing the Bid Adjudication Committee;
- Managing ITC steering committee
- Developing the investment and treasury management policy;
- Reviewing and managing the investment performance and make amendments to optimise returns in line with the policy;
- Managing the annual internal and external audit process and address any queries arising out of the audit;
- Reviewing and manage the SCM framework, policy and processes in line with the Public Finance Management Act and good practice;
- Managing the development and implementation of the SCM annual procurement plan in line with the SASSETA strategy and Annual Performance Plan;
- Managing and reporting on irregular and fruitless and wasteful expenditure;
- Managing the implementation of a risk management assessment plan and strategies;
- Identifying and developing strategies to optimise key stakeholder relationships
- Building capacity and transfer of skill within the team;
- Monitoring, evaluating and managing the team performance.

JOB REQUIREMENTS

- CA (SA) or RGA or ACCA qualifications, or NQF level 8 qualification in financial management or any similar field.
- 5+ years' post-articles experience;

- 5+ years in senior management level;
- Professional registration with an appropriate accounting body (e.g. CIMA, SAICA, SAIGA, SAIPA, IRBA);
- Understanding of public sector regulatory and compliance framework;
- Understanding of the audit process;
- A minimum of 3 years at a senior financial management level is preferred;
- A minimum of 5 years' experience in financial management is required;
- A minimum of 3 years' experience in the public sector environment is required;
- Must be computer literate at an intermediate level.

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Knowledge of the public sector legislative environment including the PFMA, Treasury Regulations, etc.;
- Knowledge of Procurement / Supply Chain Management Procedures;
- Strong leadership, management and analytical skills;
- Effective leadership and management of multi-disciplinary teams;
- Excellent communication skills, both written and verbal, at an executive level;
- Strong interpersonal skills and ability to work as part of senior management team;
- Knowledge of legislation governing SA's transformation in education and training
- Ability to develop, implement and monitor policies, procedures and guidelines;
- Leadership and people management skills;
- Communications skills (oral and written);
- Project management skills;
- Financial management skills;
- Planning and organising skills;
- Problem solving and decision-making skills;
- Good presentation and facilitation skills.

PLACE OF WORK

SASSETA Office, Riverview Office Park, Janadel Avenue (off Bekker Road), Halfway Gardens MIDRAND.

Submit your application, together with **certified copies of all your qualifications including ID Copy**, using **one** of the following options:

- **Email:** sassetaHR@sasseta.org.za
- **Post to:** P O Box 7612, Halfway House, 1685
- **Hand Delivery:** Place of work appearing above

Closing Date for Applications: 11 September 2017

SASSETA is committed to employment equity and therefore applications from the designated groups are encouraged.

Successful candidate will be subjected to security clearance and will also be expected to sign a performance contract.

Only short listed candidates will be contacted .Should you not hear from us after three weeks from the closing date, assume that your application was unsuccessful.

PLEASE NOTE: Applications from unsuccessful candidates will not be retained.

NB: SASSETA reserves the right not to make an appointment.