

City of Joburg Property Company SOC Ltd
THE VACANCY IS OPEN TO INTERNAL AND EXTERNAL APPLICANTS

Vacancy	Chief Financial Officer
Business Unit	Finance
Reporting To	Chief Executive Officer

Ref: CFO 04/2023
Applicable total annual salary is R1 539,968.50 Total cost to company (including benefits)
Purpose of the position

To support the executive team at a strategic level and support the CEO on all financial issues as well as guiding and advising the business, ensuring sustainability, revenue growth and financial legislative compliance..

Appointment Requirements

- **Matric Certificate plus a Bachelors Degree in Finance, Accounting, Economics, or equivalent qualification as recognised by SAQA at (NQF Level 7);**
- **At least 10 years of working experience of which 5 years are on a senior management level in a relevant discipline or field;**
- **Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants is a must;**
- **Has no criminal record (excluding previous conviction relating to political activities in the previous dispensation) and such a person shall undergo security vetting;**
- **Have proven successful management experience in administration.**
- **Completed: National Treasury Municipal Finance Management**

Roles and Responsibilities

1. Finance Strategic Alignment

- **Alignment of objectives, measurable and deliverables to strategy**
- **Ensure sufficient budget for delivery of strategic objectives**
- **Ensure increase in indirect & direct BBBEE spend**
- **Establish and maintain appropriate systems**
 - **Analytical tools**
 - **Information systems and models**
- **Cost behavior models**
- **Develop and communicate plans on how to support the business on alignment to MFMA and Treasury regulations**
- **Design solutions to enhance cost effectiveness and efficiencies in operations**
- **Facilitate the implementation of financial norms and standards**

2. Budget Management

- **Leading and managing the budget preparation, adjustment, and implementation process.**
- **Supporting the line business in ensuring that the budget is aligned to the relevant policies and Service Delivery, and JPC Budget Implementation Plan.**
- **Overseeing capital and operational budget expenditure.**
- **Monitoring and managing irregular, unauthorized and/or wasteful expenditure.**

3. Revenue Management

- **Developing and managing JPC's system for managing revenue, including billing, collection and debt recovery in line with legislative requirements and relevant standards**
- **Developing and implementing appropriate strategies for enhancing the revenue collection capacity of JPC**
- **Managing and coordinating JPC's revenue management programme, including Debt Collection, Credit Control, Advising and managing JPC with respect to Investments.**

4. Reporting

- **Attendance at Exco and Board meetings**
- **Ensure JPC financial records are kept in line with applicable norms and standards**
- **Ensure reporting on a quarterly basis for Chairman, stakeholder assessment and Group Audit (CoJ)**
- **Report into Company Audit Committee for the Group and JPC**

5. Supply Chain Management

- **Developing and implementing a supply chain management strategy for the JPC**
- **Developing/Reviewing JPC's supply chain management policies and procedures**
- **Monitoring, evaluating and reporting on level of compliance to the supply chain management policy and procedures**
- **Developing and managing the implementation of a procurement plan and strategy for JPC**
- **Overseeing the maintenance of registers to support the supply chain management process**
- **Implementing and monitoring the implementation of measures aimed at combating the abuse of the supply chain system, e.g. fraud, favouritism, corruption, unfair and irregular practices**
- **Implementing and monitoring delegations for supply chain management powers and duties in accordance with Supply Chain Management Regulations in line with the delegations framework, resolving relevant supply chain management related disputes, objections, complaints and queries**

6. Audit and Assurance

- **Ensuring 100% clean audit on an annual basis, for investor confidence**
- **Preparing the relevant reports and documents necessary for the carrying out of an effective and efficient audit process**
- **Analysing the reports and advice of the relevant audit authorities and providing appropriate management responses**
- **Managing/Coordinating the implementation of specific actions with/related to areas of responsibility as part of the process of responding to audit queries and/or findings**
- **Managing relevant communications with the Auditor General**
- **Coordinating responses to audit queries and requests for additional information, and responding to relevant queries**

7. Transformation Management

- **Direct and manage transformation initiatives across own department, providing a governance structure that sustains long-term organizational transformation.**
- **Define areas in your own department where transformation projects are to be undertaken.**
- **Identify and publish transformation projects to be undertaken.**
- **Ensure that the right initiatives are undertaken and the benefits are being fully realized throughout the organisation to make the transformation real**
- **Ensure that the approved projects fully achieve the anticipated business benefit.**
- **Ensure deliverables meet schedule, budget, and quality goals by working with individual teams**
- **Develop consolidated program status report and program dashboard**
- **Develop a plan/approach for the support and promotion of small business in your own area**
- **Assesses the initiatives for their risk and return, reporting on the status of the initiatives**
- **Serve as a communication medium to the whole organisation and executive sponsors of the transformation**

8. Quality Management

- **Develop an operational quality management plan for own department in support of JPC's QMS framework**
- **Define and document quality targets for own department**
- **Ensure that the performance of the quality management plan is reviewed at planned intervals to ensure its continuing suitability, adequacy and effectiveness.**
- **Ensure assessment of the quality processes focusing on opportunities for improvement and the need for changes to the quality management plan.**
- **Ensure that all new staff are inducted into the requirements of the quality management plan related to their own roles and responsibilities.**
- **Ensure updated training as necessary.**

9. People Management

- **Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching the management team on how to conduct the process effectively.**
- **Determine and analyse training and development needs for managers and ensure they do the same for their teams.**
- **Ensure that identified training is budgeted for and executed.**
- **Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles.**
- **Ensure that managers create effective workforce plans and recruitment demands plans for their areas.**
- **Address poor performance of any team member through the formal Performance Improvement process.**
- **Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.**

10. Financial Management

- **Ensure that budget is spent cost-effectively**
- **Submit monthly budget status**
- **Ensure effective corporate governance within the MFMA as a basis**
- **Design and implement financial model and measures for the division**
- **Develop and adhere to correct financial Service Level matrixes**
- **Ensure adherence to budgets and corrective action where required**
- **Continuously align budget and expenditure with the strategic outlook of business unit**
- **Provide guidance, direction, and support to management and staff on HR budget allocations and usage**
- **Monitor and manage the talent management budget.**

Work Attributes, Knowledge and Skills

- **Problem solving abilities.**
- **Leadership skills and strategic vision.**
- **Cash management, financial accounting, and corporate finance competence.**
- **Strong work ethic.**
- **Resilience, Planning & Organising**
- **Able to act quickly, accurately, credibly and decisively often under stressful and critical circumstances as the guardian of the entity's interests.**
- **Effective listening, communication (verbal and written), and negotiating skills.**
- **Strong problem solving and analytical skills**
- **Motivated self-starter, comfortable in fast-paced environment.**

Note:

1. JPC is an Employment Equity Employer; therefore, the appointment will be made in accordance to the company's employment Equity Policy and Plan.
2. Submit a detailed, relevant CV including copies of qualifications via e-mail to JOBS@jhbproperty.co.za quoting the relevant reference and job title.
3. Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.
4. JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
5. It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
6. Should you not receive within 6 weeks after the closing date, you may consider your application as an unsuccessful.

Closing date: 9 May 2023



a world class African city



City of Joburg
Property Company SOC Ltd

Contact Details
Supply Chain Management Department
tenders@jhbproperty.co.za

www.jhbproperty.co.za

CATS2021E

Handwritten signature and date: 21/04/2023