



The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre, Roodepoort Theatre and Soweto Theatre in order to provide the integrated management of theatre.

VACANCY REFERENCE: REF NO: GMCMA/03/24
DESIGNATION: GENERAL MANAGER: COST MANAGEMENT ACCOUNTING
DEPARTMENT: FINANCE
REPORTING: CHIEF FINANCIAL OFFICER
SALARY RANGE: R57 490.39 (basic salary excluding benefits)

Requirements and skills

- Bachelor's degree in finance, accounting, economics, or related field (NQF Level 7)
- Municipal Finance Management Programme certificate from an accredited institute
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations
- Proven experience as Financial Manager
- Extensive 5 years of experience at senior management level within the finance environment.
- Proficient user of finance software
- Strong interpersonal, communication and presentation skills

Primary Function

- To lead and manage financial services unit to ensure provision of efficient and effective financial and budget control in JCT based on sound financial principles.

Key responsibilities: 1

- Verify that Trial Balance agrees to the financial statements and general ledger.
- Confirm that financials are supported by the working paper file / audit file.
- Provide critical financial and operational information to the CFO and where required make actionable recommendations on both strategy and implementation.
- Maintain all financial accounting standards required to satisfy the stakeholders i.e. Shareholders, National Credit Act and MFMA.
- Produce monthly reports including reconciliations, financial statements, and cash flow projections/forecast.
- Analyse income statement, balance sheet, cash position and perform a variance analysis.
- Conduct projections of year-end outcomes.
- Propose journal entries and on acceptance, implement the journal entries.
- Ensure that payments are accurately captured on the financial system and authorised per delegations.
- Verify and review the accuracy and completeness of the capex reports.
- Ensure by verifying that debtors age analysis is updated with the new invoices and payment received from the customers.
- Reconcile the ticket sales on that show settlement to the ticketing system reports.
- Review that ticketing fees charged agree to the ticketing fee on the contract.
- Develop, implement, and maintain an Enterprise Risk Management (ERM) framework and supporting policies.



a world class african city



JOBURG SOWETO ROODPOORT

- Facilitate the compilation of Strategic and Operation Risk Registers.
- Budgeting in Mscoa and Transacting in Mscoa
- Manage the performance of direct and indirect reports in accordance with the JCT performance management policy and procedure.
- Manage discipline and absenteeism in accordance with organizational codes and procedures.
- Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained.
- Ensure accurate forecasting, budgeting, and allocation of resources.
- Ensure effective management of external contractors and suppliers within the development.
- Guide, lead and direct staff to be able to achieve objectives set for them.
- Monitor and manage staff performance within the division in compliance with the Performance Management policy and processes.
- Ensure achievement of departmental goals and targets.
- Coach and mentor staff as appropriate to improve performance.
- Ensure that responses to communication of audit findings are provided to the auditors within 5 working days.
- Attend to audit queries and the implementation of the recommendations thereof.

Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to: www.affirmativeportfolios.co.za/JCT

Enquiries: (011) 877 6821

PUBLICATION DATE: 18 FEBRUARY 2024

CLOSING DATE: 07 MARCH 2024

NOTE:

- JCT offers a market-related salary commensurate with qualifications and experience.
- JCT is an equal opportunity employer, therefore preference for this position will be given to candidates whose appointments will enhance representation in line with its EE targets.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records, and previous employment.
- JCT reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- 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.
- Please include copies of your qualifications with your application.
- Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.