



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

INTERNAL AND EXTERNAL ADVERT	
Vacancy :	Senior Manager Finance
Business Unit	Finance
Reporting To :	Chief Finance Officer
Ref:	HCM/01/2024
Basic Salary is R103 021.00 (excluding benefits)	

Purpose:

You will play a critical role in the development and implementation of the accounting systems policies and procedures to support JPC through collection, processing, recording, reconciliation and reporting of financial data, verifying the validity, completeness and accuracy of source documentation

Appointment requirement:

- Min: 4yr degree – B.com (Accounting, audit and Risk management)
- Ideal: Honours - B.com, Financial Management and Audit
- Experience in the accounting and audit and risk
- Experience working in a public sector environment is highly desirable

Role and Responsibilities:

Key Performance Areas:

- Develop a financial accounting framework and implement departmental accounting policies, procedures and processes
- Prepare the Quarterly and Annual Financial Statements and supporting working papers
- Manage liabilities and commitments within budget constraints, including; recording, reconciliation, and settlement



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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- Maintain statutory and other required registers with supporting documents, including but not limited to; - register of unauthorised, fruitless, wasteful and irregular expenditure, - register of losses, damages and claims, and- register of gifts, donations and sponsorships
- **Revenue Management** - Ensure accounting for the collection of revenue due to the JPC
- Management of debt and the administration of bank account services
- Manage the process of handing over and writing off debt
- Expenditure Management: ensure that the payments of sums owed by the department resettled efficiently and economically.
- Ensure that reporting is performed in expenditure management.
- Accounting: management of unusual and periodic accounting entries on the accounting system and ensure the reconciliation not all accounts.
- People Management: ensure the development of a high performing team through embedding formal performance development and informally coaching management team on how to conduct the process effectively.
- Financial Sustainability: Lead and manage the division budget and ensure effective governance within MFMP/PFMA as a basis.

Ensure adherence to budget and corrective action where required.

Note:

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to JOBS@jhbproperty.co.za
- Quoting the relevant reference and job title.
- 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.

Should you have any queries kindly contact **Amukelani Maluleke on 066 282 0725**



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If you do not hear from us within 6 weeks after the closing date, you may consider your application as unsuccessful.

Closing Date: 02 February 2024



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