

JOB DESCRIPTION FORM	
Job title:	Chief Financial Officer
Division/Department:	Finance Patterson Grade:
Date Prepared:	Sep-17
Overall Purpose of the Job:	To provide strategic and oversight support to the CEO, as Accounting Officer of JOSHCO in the key areas of Financial and Budgetary Management, Supply Chain and Asset Management in relation to development of financial management strategies, policies and systems to ensure a sound and financial stable company.
Position Size Parameters:	<i>20 people Board - monthly, Exco - weekly, Audit and Risk Committee - quarterly, City of Johannesburg All Divisions</i>
Organisation structure and Reporting Relationships:	Reports to: CEO Direct Subordinates (4): Finance Manager, Supply Chain Manager, Revenue Manager, Executive Assistant Indirect Subordinates: 17
Qualifications	<ul style="list-style-type: none"> • Bcom Financial Accounting Honours Degree or equivalent • Master's in Business Administration or Leadership (MBA or MBL) will be advantageous • Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants is a must. • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007. • Knowledge and understanding of: <ul style="list-style-type: none"> ○ Government priorities and imperatives ○ Legislation and regulations that govern the Public Service e.g. the Public Service Act, Municipal Systems Act, Local Government act ○ The P/MFMA and regulations, and other relevant legislation – e.g. the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act ○ Performance monitoring, evaluation and reporting frameworks, systems and processes ○ Practical knowledge of Auditing environment ○ Supply chain framework ○ Relevant legislation and regulatory requirements namely P/MFMA, Treasury Regulations and Frameworks on performance information and strategic plans ○ King 3 principles ○ Communications and information management legislative

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	<p>requirements.</p> <ul style="list-style-type: none"> • 5-7 years in financial accounting or a related field, of which 5 years should be in management position. • Previous experience in managing a Finance Department essential 	
Internal and External Relationships/Contacts:	<p>Internal:</p> <ul style="list-style-type: none"> ◆ Chief Executive Officer - Strategic Level ◆ Other Executive and Senior Managers - Strategic ◆ Board Members - Strategic ◆ Other Managers - Operational <p>External - Strategic</p> <ul style="list-style-type: none"> ◆ City of Johannesburg ◆ Provincial and National Government ◆ Banks and Financial Institutions ◆ Funding Institutions ◆ Other Social Housing Institutions ◆ Auditor General 	
Key Performance Areas:	<p>Finance Objectives:</p> <ul style="list-style-type: none"> • Finance polices support the internal control environment • Annual and monthly financial reports are delivered • Budgets and forecasts are generated and presented • Department is managed within set budgets • Revenue management is efficient and effective • Risk management is assured • Assets are properly registered and accounted for • Procurement happens effectively and legally <p>Customer Objectives:</p> <ul style="list-style-type: none"> • Provide sound financial management advice to the Accounting Officer and senior Managers in terms of their financial management responsibility and Delegated Authority. • Requirements of MFMA and treasury regulations are implemented and monitored • Monthly reports are submitted giving feedback, variance reports, financial targets and planning • Guidance is given regarding regulatory compliance with MFMA • Financial reporting to the City of Johannesburg is undertaken • Annual financial statements presented to the Board • Policies and budgets are approved by the Board and sub-committees • Preparation is undertaken for the annual audit 	

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	<p>Operational Objectives:</p> <ul style="list-style-type: none"> • Take effective and appropriate steps to prevent unauthorised, irregular and fruitless and wasteful expenditure • Ensure proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Organisation • Ensure appropriate Supply Chain Management Systems which are fair, equitable, transparent, competitive and cost effective • Ensure that full and proper records of the financial affairs of the Organisation are kept (including preparation of financial statements for each financial year) • Conduct and coordinate Medium-term Expenditure Framework (MTEF) processes in respect of the Organisation. • Assist the Risk department to develop, implement and manage the risk management process. • Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the Organisation • Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with MFMA and Treasury Regulations in order to ensure compliance and promote sound financial management • Oversee the preparation and submission of monthly financial reports as well as quarterly financial statements to the accounting officer. <p>People Objectives:</p> <ul style="list-style-type: none"> • Guide, lead and direct staff so that they are able to achieve the objectives set for them • Monitor and manage staff performance of staff within the division as appropriate in compliance with the Performance Management policy and processes • Practise sound labour relations within the approved conditions of service with regard to division staff • Ensure the implementation of the human resources policies, procedures and practices within the department • Coach and mentor staff as appropriate to improve performance • Drive the alignment of the department mandate with corporate goals (clearly define, interpret, communicate and manage). • Ensure achievement of department planned goals and targets. • Manage high priority performance threats and pursue optimisation of opportunities relating to attainment of goals. • Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. 	

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	<ul style="list-style-type: none"> • KPA's are understood and achieved • The values of JOSHCO are understood and lived 	
Key Responsibility Area	Key Responsibilities	Key performance indicators
1. Strategy Planning and Execution	<ul style="list-style-type: none"> • Provide advice and guidance into the financial aspects of JOSHCO's strategic plan and Business Plan) and ensure translation into the finance business unit's annual strategic and operational plan. • Oversee and manage the development and implementation of business unit operational plans for JOSHCO from a financial perspective (e.g. Strategic Financial, Annual Performance, Operational, and Procurement Plans). • Ensure JOSHCO's strategic plans are consistent with relevant legislation and frameworks (e.g. the MTEF, MFMA, Treasury Regulations) • Support the CEO and other business unit heads in the execution of their functions in terms of the MFMA and National Treasury Regulations etc. • Compile delegations of authority in respect of financial, administration and procurement matters of JOSHCO. • Measure and monitor achievement of strategic objectives of the Business Unit and take corrective actions where required 	<ul style="list-style-type: none"> • Strategic financial inputs integrated into overall business strategy • Finance and Revenue Operational Plan • Organisation agenda advanced in the national and provincial forums • Organisation relationship with relevant stakeholders optimised • Strategic contributions made to Board of Directors and management team.
2. Financial Management	<ul style="list-style-type: none"> • Oversee, manage and report on the execution of all duties implicit and implied in the MFMA and National Treasury regulations as they relate to financial management and administration. • Provide oversight and management of capital expenditure policies and procedures. • Oversee the approval and processing of revenue, department budgets, maintenance of accounts and ledgers, ensuring compliance with relevant 	<ul style="list-style-type: none"> • Financial performance monitored • Financial variances verified • Legislative compliance and best practice in financial management • Implementation of initiatives to increase collection rates

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	<ul style="list-style-type: none"> legislation Establish and maintain the financial management and administration system and ensure strict control measures are in place to mitigate risks. Ensure proper preparation for annual audit and ensure internal audits are conducted Ensure that all audit queries are resolved in the organisation 	
3. Financial reporting and budgeting	<ul style="list-style-type: none"> Oversee JOSHCO's budget allocations, the process and related financial activities. Ensure measurable outputs are specified in JOSHCO's organisational budget. Ensure sound budgetary control and expenditure management practice across the business Oversee the allocation of funds in alignment to JOSHCO strategic direction. Manage the business forecasting and expenditures for the financial year. Develop and oversee the execution plans to establish procedures facilitating effective performance monitoring, evaluation and corrective action in respect of financial services. Lead annual, quarterly, monthly and ad-hoc financial reporting processes (both internal management reporting and external reporting). Ensure JOSHCO's annual financial statements are compiled in accordance with the requirements of the MFMA, National Treasury Regulations and the relevant guideline documents. 	<ul style="list-style-type: none"> Approved JOSHCO Budget
4. Budgeting and Forecasting	<ul style="list-style-type: none"> Develop the medium term budget that meets the requirements of the financial strategy of the organisation including subsidies. Ensure that the budgetary process meets legislative requirements Coordinate and oversee the development and monitoring of overall organisational 	<ul style="list-style-type: none"> Appropriate budgets developed that support the financial strategy of the organisation Budget approved and meets legislative requirements

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	<ul style="list-style-type: none"> capital and operating budgets • Present budgets for approval to the board and shareholders unit. • Monitor and advise the Executive and Senior Managers on the status of the budget to avoid budget overruns. 	
5. Supply chain and Asset Management	<ul style="list-style-type: none"> • Oversee, manage and report on the execution of all duties implicit and implied in the MFMA and National Treasury regulations as they relate to supply chain management, asset management and logistical administration services. • Establish and maintain the procurement system and ensure strict control measures are in place to mitigate risks. • Maintain JOSHCO's asset register. • Oversee, manage and report on all service provider performance against contract/SLA agreements across the business units 	<ul style="list-style-type: none"> • Compliance to legislative requirements for payment of government duties • Effective internal and external audit processes undertaken • Audit queries resolved within the prescribed timeframes and recommendations • Implementation of supply chain management policy
6. Risk Management	<ul style="list-style-type: none"> • Identify financial risks that the company is exposed to. • Implement appropriate risk management strategies in finance department • Ensure that the organisation is adequately insured • Report on risk management 	<ul style="list-style-type: none"> • Appropriate risk management strategies implemented • Adequate insurance cover
7. Monitoring and Evaluation	<ul style="list-style-type: none"> • Evaluate financial reporting systems, and accounting, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions • Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits. • Develop and maintain systems of internal controls to safeguard financial assets of the organisation. • Oversee the coordination and activities of independent auditors ensuring all audit 	<ul style="list-style-type: none"> ▪ Financial reporting systems developed ▪ Adequate Internal controls in place and implemented

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	<p>issues are resolved, and all compliance issues are met.</p> <ul style="list-style-type: none"> • Prepare annual financial statements in accordance with GAAP and other required supplementary schedules and information. • Draft financial policies and procedures for approval by the CEO and the Board 	
8. Reporting	<ul style="list-style-type: none"> • Oversee the management and coordination of all fiscal reporting activities for the organisation including: organisational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organisational and contract/grant budgets. • Constantly monitor and report on the company's financial and accounting processes and procedures, take corrective action where necessary, and recommend improvements to improve processes and procedures • Perform statistical/statutory reporting on all relevant Finance and Accounting issues • Report on risk management and prepare monthly management reports • Provide regular feedback to the Shared Resource Centre Executive with regard to the operation of the financial department and processes therein 	<ul style="list-style-type: none"> ▪ Approved reports
9. Policies, Procedures and Systems	<ul style="list-style-type: none"> • Coordinate and oversee development, implementation and review of financial internal control systems, policies and procedures • Coordinate and oversee development, implementation and review of revenue internal control systems, policies and procedures • Ensure compliance with statutory regulations of the Public Finance Management Act 	<ul style="list-style-type: none"> • Best practice policies, systems and procedures in place • Compliance with MFMA and other relevant legislation

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	<ul style="list-style-type: none"> • Ensure reporting requirements for conditional grants are in accordance with the Division of Revenue Act (DoRA) • Ensure all financial reporting requirements are in accordance with the Public Finance Management Act, Division of Revenue Act and Treasury Regulations • Ensure the preparation of the annual financial statements is in accordance with GAAP and other required supplementary schedules and information. 		
Key Competencies	GENERAL MANAGEMENT SKILLS: <ul style="list-style-type: none"> • Strategic Planning • Strategic Management • Strategic Leadership • Communication • Facilitation • Conflict Management • Relationship Management • Ethical • General Management skills • Knowledge of financial policy and procedure development and implementation • Financial Data Analysis skills • Budgeting and Budget • Problem-solving skills 	TECHNICAL KNOWLEDGE AND SKILLS <ul style="list-style-type: none"> • Social Housing Sector knowledge • Social Housing Sector Legislation • MFMA knowledge • Knowledge of Treasury and City of Johannesburg policies 	ATTRIBUTES <ul style="list-style-type: none"> • Emotional Intelligence • Leadership • Assertiveness • Interpersonal Skills • Adaptability and flexibility • Situational sensitivity
Agreed by Job Holder	<i>Name printed</i>	Signature:	
Approved by Immediate Line Manager	<i>Name printed</i>	Signature:	
Approved by Divisional Executive or CEO / Board	<i>Name printed</i>	Signature:	

No job description can be all embracing. The above statements are intended to describe the general nature of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In addition, if required, a job holder may be allocated to other temporary duties, provided these are in keeping with his/her status and experience.