



Johannesburg Social Housing Company

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## INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA).

**JOSHCO invites suitably qualified and experienced persons to apply for the following vacant positions.**

**Position** : **Chief Financial Officer**  
**Employment Status** : **Permanent**  
**Department** : **Office of the CEO**

**Purpose of the Job:** This position is responsible 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.

### Key Responsibilities:

#### Strategic Management

- ◆ Assess organisational performance against both the annual budget and company's long term strategy.
- ◆ Determine the strategic direction of the financial management function, including revenue, in the overall strategy of the organization
- ◆ Support the Accounting Officer of the organization and the Board in terms of the Municipal Finance Management Act in fulfilling their financial responsibility.
- ◆ Engage the board finance, audit and investment committees around issues, trends and changes in the operating model(s) and operational delivery.
- ◆ Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).
- ◆ Oversee long-term budgetary planning and costs management in alignment with JOSHCO's strategic plan.
- ◆ Conduct and coordinate Medium-term Expenditure Framework (MTEF) processes well. as corporate governance.

#### Financial Planning and Analysis

- ◆ Prepare and maintain regular financial planning reports; monthly profit and loss forecast by division (vs. budget).
- ◆ Complete analysis of financial results; Develop recommendations (strategic and tactical).
- ◆ Develop and maintain capital budget (with key inputs from Strategy & Programmes).
- ◆ Assist in development of financial planning and analysis exercises/reports.

## **Risk Management**

- ◆ Identify financial risks and implement appropriate risk management strategies for the business.
- ◆ Ensure that the JOSHCO is adequately insured and report on risk management.
- ◆ Implement appropriate risk management strategies in the finance department.
- ◆ Report on risk management.

## **Budgeting and Forecasting**

- ◆ Development of the medium-term budget that meets the financial strategy of the organisation.
- ◆ Ensure that the budgetary process meets legislative requirements.
- ◆ Present budget for board approval.
- ◆ Coordinate and oversee the development and monitoring of overall organisational capital and operating budgets.

## **Revenue Management & Enhancement**

- ◆ Identify possible sources of funding;
- ◆ Provide an integrated billing system;
- ◆ Ensuring effective revenue collection and management.

## **Financial Management**

- ◆ Oversee the management of internal and external audits, inclusive of stakeholder engagement and resolution of audit findings.
- ◆ Monitor financial performance through tracking performance of agreed financial indicators.
- ◆ Oversee the management of internal and external audits, inclusive of stakeholder engagement and resolution of audit findings.
- ◆ Reconcile rent roll schedule from service provider, capture on the system. Ensure legislative compliance for payment of government duties.
- ◆ Ensure that all audit queries are resolved.
- ◆ Ensure proper preparation for annual audit.
- ◆ Oversee the approval and processing of revenue, department budgets, maintenance of accounts and ledgers, ensuring compliance with relevant legislation.
- ◆ Oversee the preparation of standard and ad hoc financial reports required for responsible fiscal management, including budget analysis, cash flows and forecasts.
- ◆ Develop and ensure implementation of initiatives to increase revenue collection.
- ◆ Ensure appropriate Supply Chain Management Systems which are fair, equitable, transparent, competitive, and cost effective.

## **Minimum job Requirements, interested applicants must be in possession of:**

- ◆ A Valid Grade 12 certificate.
- ◆ Minimum B Compt (Hons)/B Com Accounting (Hons) or equivalent.
- ◆ Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants.
- ◆ Minimum 7- 10 years in financial accounting or a related field, of which 5 years is in management.
- ◆ Master's in business administration or leadership (MBA or MBL) will be advantageous.
- ◆ Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be advantageous and ability to obtain in 18 months.
- ◆ Previous experience in managing a Finance Department is essential.

**Skills and competencies-** The ideal applicant must possess the following skills and competencies:

- ◆ **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical, General Management Skills, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills.
- ◆ **Technical Knowledge and Skills:** Asset Management, Default Management (Complex), Development, repayment policies (Complex), Lease agreements (Complex), Contracts Management (Complex), Housing Sector Legislation (Complex), Rent Price Setting, Municipal Finance Management Act, Supply Chain management, Income Tax Act
- ◆ **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, Situational Sensitivity.

**Application Procedure:**

Please take note that only online applications will be considered. Please apply by using the following link by either copying the link onto browser or click on the link:

[https://share-eu1.hsforms.com/1840\\_DPcpQFeUoWzuMm8p2Qew554](https://share-eu1.hsforms.com/1840_DPcpQFeUoWzuMm8p2Qew554)



JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

**The Closing date for applications is 13 October 2023.**