



City of Johannesburg
Pikitup

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VACANCY: GENERAL MANAGER: FINANCE

Date of the advert: 23 June 2023

Closing Date for application: 07 July 2023

Position : General Manager: Finance
Department : Finance
Location : Head Office
Level : Task Level 19/E1
Reporting : Chief Financial Officer

The purpose:

The purpose of this role is to manage the financial accounting requirements of Pikitup and ensure compliance to all relevant legislations.

Key Responsibilities:

- ✓ Develop, implement and maintain internal control financial reporting systems to ensure valid, accurate and complete reporting of financial performance.
- ✓ Ensure that there is an effective system for accurate, reliable and timeous financial reporting.
- ✓ Development and implementation of appropriate finance related policies, systems, guidelines and procedures.
- ✓ Assist the Chief Financial Officer with financial management, revenue management, expenditure management and financial reporting.
- ✓ Ensure compliance to all taxation legislations.
- ✓ Develop procedures detailing the compilation of short, medium- and long-term cash flow, oversee the compilation of the information, and monitor and track the results on an on-going basis.
- ✓ Oversee the monitoring of the cash flow position and all the cashbook functions of the company on a daily basis.
- ✓ Oversee the monitoring of the creditors and payments functions of the company on a daily, weekly and monthly basis and ensure payments of all suppliers within 30 days in line with MFMA.
- ✓ Assist in the compilation of the annual and multi term operating and capital budgets for the company.
- ✓ Monitor the income and expenditure to ensure effective budget control.
- ✓ Liaise with both internal and external auditors.
- ✓ Implement measures to prevent and resolve audit findings.
- ✓ Manage and maintain financial risk register in line with relevant policies.
- ✓ Manage staff performance through implementing the performance management system and using it as fully as possible.
- ✓ Conduct needs analysis discussions based on performance appraisals and determine staff training needs.

Minimum Requirements

Minimum Qualifications

- ✓ B Com accounting degree (NQF level 7).
- ✓ SAICA Articles.
- ✓ A professional qualification with SAICA registration.

Minimum Experience

- ✓ 8 years financial Accounting/reporting experience.
- ✓ Three years' experience working in a public service or local government environment.

Preferences/Advantages

- ✓ CA(SA)

Required Competencies

Knowledge

- ✓ Understanding of relevant municipal legislations.
- ✓ Knowledge of MFMA and GRAP.
- ✓ In depth knowledge of SAP R3 and BW.

Skills

- ✓ Report writing skills.
- ✓ Computer skills (MS Office, with advanced knowledge and skills in Excel)

Behaviours

- ✓ Strategic thinking
- ✓ Accuracy
- ✓ Honesty and integrity
- ✓ Planning, coordinating and organising
- ✓ Attention to detail
- ✓ Judgement and decision making
- ✓ Work under pressure
- ✓ Deadline driven
- ✓ Confidentiality

Particulars of advertiser:

Interested **applicants** must submit a comprehensive CV together with certified copies of identity document and qualifications to recruit072023@pikitup.co.za by no later than the **07 July 2023**. No late applications will be considered. Please ensure that the correct position is inserted in subject line of email. For enquiries contact **Shirley Tjiane 087 357 1086**

- Please quote the above position name on all correspondence relating to this circular/ advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).**