



GAUTENG GROWTH AND DEVELOPMENT AGENCY

CALL FOR APPLICATIONS: CHIEF FINANCE OFFICER FOR THE AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE (AIDC)

(5 YEAR FIXED-TERM CONTRACT WITH THREE MONTHS' PROBATION, SALARY NEGOTIABLE - TOTAL COST OF EMPLOYMENT)

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Gauteng Department of Economic Development (GDED), The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development that is focused on creating sustainable jobs through facilitating the focused delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and create linkages across the province in order to maximise service delivery outcomes.
- Supporting the development of Key Sectors of Economy in line with established economic and industrial policies of the province, through:
 - Business enablement
 - Capital Projects
 - Land and Development
 - Trade and Investment Promotion

The successful incumbent will be reporting to the CEO he/she will be expected to execute the following:

To oversee and provide strategic leadership, support and guidance regarding all finance and related financial management functions of AIDC, on both strategic, operational financial accounting, statutory, management reporting, supply chain management, contract administration, funding portfolio administration & management, audit and risk management, corporate governance and compliance. Reporting to the Chief Executive Officer, actively assist and support the GGDA Group CFO, AIDC CEO and AIDC Board on the development of business strategy and any other operational initiatives.

RESPONSIBILITY

As minimum applicants, should have the following requirements:

KEY ROLES:

- Analyse automotive and related industry and public sector to determine the future trends, strategic direction and pricing strategy.

- Provide strategic leadership, support and guidance regarding all finance and finance related functions.
- Support for overall Company Strategy and Developing the financial strategy and roadmap in conjunction with CEO and Board and relate to the Divisional roadmaps to determine the financial direction of the specific areas.
- Financial risk management and provisioning of adequate, efficient and effective system of financial controls, budget, policies, processes and internal controls systems as prescribed by the PFMA, Treasury Regulations and relevant prescripts in place.
- Maintaining and ensuring compliance to relevant company policies, procedures and process which incorporate governmental requirements and regulations relating to financial management.
- Maintaining complete and accurate accounts and records of the organization financial, treasury, payroll and tax affairs.
- Maintaining adequate assets management systems to ensure complete, accurate and safekeeping of company assets and investment properties.
- Maintaining adequate, effective and efficient supply chain management systems.
- Maintaining effective and efficient Start up support funding programme administration and management.
- Preparing and maintaining financial report/s on the departmental performance indicators on monthly, quarterly, and/or annually as required by GGDA Group CFO, AIDC Management and the Board.
- Ensure compliance with GGDA Group financial imperatives, directives and standards.
- Maintaining unqualified clean audit outcome resulting from fairly presented annual Financial Statements, effective internal control environment and compliance to relevant laws, regulations and policies.

Strategic support:

- Strategic leadership, support and guidance regarding all finance and finance related functions to the organization and Board according to Public Finance Management Act (PFMA), other relevant regulations and policies.
- Adequate and relevant input to the company's business plans and programs and all subsequent business processes for AIDC.
- New strategies, processes, policies, systems and initiatives compliant environment.
- Sustainability and Commercialisation of Strategic Projects.
- Managing Strategic Relationships.

Risk management and internal controls

- Adequate, efficient and effective system of financial controls, budget, policies, processes and internal controls systems as prescribed by the PFMA, Treasury Regulations and relevant prescripts in place.
- Financial risk is managed at acceptable level and efficiency are achieved.
- Relevant policies, procedures and process are maintained, incorporating governmental requirements and regulations.

Financial operations:

- Complete and proper accounts and records of the organization financial affairs.
- Company tax records are up to date.
- Coordination of financial activities across the Operating Divisions.
- Adequate systems are in place to ensure complete, accurate and safekeeping of company assets and investment properties
- Ensure all reporting is aligned to GGDA Group financial reporting formats and standards
- Financial modelling for long term infrastructure projects

Supply chain management:

- Appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost-effective.

Management, directing and supervision:

- Effective and efficient finance team with acceptable performance to the organization and management

Start up support programme management:

- Effective and efficient Start up support funding programme administration and management.
- Effective and efficient disbursement of funding to the beneficiary of the programme.
- Adequate budget and funding for the programme is in place.

Reporting:

- Adequate, accurate, complete, informative and timely production of relevant financial reports to assist the organization and the Board in making informed decision.
- Fairly presented report/s on financial indicators on monthly, quarterly, and/or annually as required to management and the Board of Directors.
- Unqualified clean audit outcome resulting from fairly presented annual Financial Statements, effective internal control environment and compliance to relevant laws, regulations and policies.
- Smooth running of periodic internal audits and implement recommendation to address control weaknesses where necessary and ensure adherence thereto.
- Smooth running of external audits and implement recommendation to address control weaknesses where necessary and ensure adherence thereto.
- Preparing and maintaining financial report/s on the subsidiary performance indicators on monthly, quarterly, and/or annually as required by GGDA Group CFO, AIDC management and the Board.
- Ensure compliance with GGDA group financial imperatives, directives and standards
- Prepare interim and Annual Financial Statements in compliance with Generally Recognised Accounting Practice (GRAP)

MINIMUM REQUIREMENTS

- Qualified CA, B. Compt Hons or B. Com with CTA
- CA (SA) or CIMA or ACCA
- 10 years' commercial experience; with a minimum of 5 years in management
- 6 years in a Senior Management role in a PFMA environment
- Membership with SAICA would be an advantage.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications, and certified copies of identity documentation not less than 3 months.

Preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the Group

Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.

The closing date for applications is **21 February 2020 at 12:00 HRS Midday**

Enquiries and submissions should be addressed to recruitment@ggda.co.za