

Finance Manager: Programmes – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Finance Manager: Programmes** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Chief Financial Manager**.

POSITION : **Finance Manager: Programmes**
PERIOD : **Permanent Contract**
LOCATION : **Automotive Supplier Park, Rosslyn**
ADVERT REF NO : **2021/11- 2**
DEPARTMENT : **Finance**
TCOE : **R 861 623,38 per annum**
JOB GRADE : **D4**

CURRENT JOB TITLE	Finance Manager: Programmes	JOB GRADE	D4
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Finance		
DATE REVIEWED	2021.11		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Leads the business in terms of annual budgeting, project planning, finance, funding and internal external audit. Prepares annual financial reports and annual tax planning and computations. Develops financial models for purposes of funding, pricing and costing (tenancy/conferencing/levies, etc.).			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER	CEO		

(2ND LEVEL)	
1ST LINE MANAGER (1ST LEVEL)	CFO
POSITION	Finance Manager: Programmes
SUBORDINATE (1ST LEVEL)	Senior Accountant
SUBORDINATE (2ND LEVEL)	Junior Accountant x2; Finance Clerk x1
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	
<ul style="list-style-type: none"> • 4 	

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>1. Projects</p> <ul style="list-style-type: none"> • Assess the feasibility, benefits and costs of all prospective contracts, products and projects and advise the management team on design and implementation matters. • Assists in the planning, directing, coordinating and implementing financial management of projects; • Review and advise on commercial aspects of legal agreements and contracts specifically focusing on completeness, risk and the impact on financial system and controls for reporting purposes and profitability. • Review and checking of payment batches (ad hoc) • Approve and release payment batches • Review of monthly reconciliation files • Review and approves monthly journals 	25%
<p>2. Financial Reports</p> <ul style="list-style-type: none"> • Project financial reports • Reconciliation reports (dual purpose) • Prepares and presents financial statements and reports. • Annual financial statements are prepared in line with GRAP and IFRS. • Prepare and/or provide financial information to Department / CFO • Monthly results are reviewed and analysed to provide accurate and complete information to Management. • Prepares Annual Income Tax calculations and submit returns 	30%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>3. Financial Strategy</p> <ul style="list-style-type: none"> • Prepares the consolidated 5-year annual budget (by coordinating the individual business unit budgets and developing and estimating trends; reviewing and preparing assumptions; examining management plans; and developing projections.) • Financial Modelling of Pricing, Project Funding and Feasibility • Business unit budgets for: <ul style="list-style-type: none"> ▪ EDD ▪ Special Projects ▪ SDT / ESDA ▪ IPD (Incubation Programmes) ▪ IDD (Industry Development) 	15%
<p>4. Financial support</p> <ul style="list-style-type: none"> • Meet with managers monthly to review their financial results • Provide guidance and recommendations for areas of improvement • Maintain a corrective action system for finance • Input into risk management • Provide information to Stakeholders and Auditors • Liaise with stakeholders • Committees such as evaluation, pension fund and the like • Plan and Calculate Annual Income Tax • Bid Evaluation Committee 	10%
<p>5. Risk Management</p> <ul style="list-style-type: none"> • Maintains the Risk Management Model for these risk elements: <ul style="list-style-type: none"> ▪ Financial reporting; ▪ Accounts payable; ▪ Taxation; ▪ Internal Audit Tracker; and ▪ External Audit Finding Tracker • Reviews Processes and controls • Responsible for the management of internal and external audits • Risk Reporting 	5%
<p>6. Financial Control</p> <ul style="list-style-type: none"> • Maintains and improves procedures for recording revenues and expenditures, project assets, and other financial transactions • Design and develop financial procedures to ensure policy implementation • Maintain policy and procedure compliance • Establish internal controls • Ensuring applicable legislation are met, VAT, TAX, 	5%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>GRAP, IFRS.</p> <ul style="list-style-type: none"> • Review and approves obligations and expenditures as needed. • Ensuring deadlines are met month end, year-end, audit requirements 	
<p>7. People Management</p> <ul style="list-style-type: none"> • Manage employees as appropriate within the division to optimise business performance • Ensure staff have the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. • Compile the Performance Management documentation in collaboration with the staff member in terms of: <ul style="list-style-type: none"> • Job Profile requirements • Strategic Performance Objectives • Key Performance Areas • Personal Development Plan • Track and monitor performance in accordance with policies and procedures and performance planning documentation. • Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level. • Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary. • Plan and implement staff succession and growth plans • Appraise performance at the end of each performance period in accordance with policies and procedures. • Provide feedback to the relevant role players. 	10%
TOTAL	100 %

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • BCom
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Registration with an accounting profession
EXPERIENCE	<ul style="list-style-type: none"> • 5 - 7 years commercial experience

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Accounting	Advanced Computer Literacy	Tact
PFMA	Communication	Innovation
Treasury Regulations	Problem solving	Time Management
GRAP	Decision making	Attention to detail
BBBEE Act	Interpersonal	Honesty
Preferential Procurement Act	Negotiation	Ability to work under pressure
Policies and Procedures	Presentation Skills	Integrity
TAX	Conflict Handling	Sense of Humour
Accounting systems	Written communication skills	Resilient
Project Management	Management	
Risk Management	Planning, Leading, Organising, Control (PLOC)	
	Risk Management	
	Financial Reporting	

For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website – www.ggda.co.za, www.aidc.co.za and www.conhill.org.za.

All enquiries and applications for Constitution to be addressed to recruitment@conhill.org.za. All enquiries and applications for GGDA holdings to be addressed to recruitment@ggda.co.za. All enquiries and applications for AIDC to be addressed to hrrecruitment@aidc.co.za

The closing date for all above positions is the 29th of November 2021 12:00 HRS midday, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

“The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.