



CHIEF FINANCIAL OFFICER

A competitive all inclusive annual salary package is offered

In terms of Section 33 of Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998) an efficient and effective administration must be developed to support the Municipal Demarcation Board in performing its functions. Suitably qualified and experienced persons are invited to apply for the above mentioned position. The Chief Financial Officer will Head the Finance Cluster at the Municipal Demarcation Board, and will report to the Chief Executive Officer of the Board.

Requirements:

- A BCom Honours degree (Accounting) or equivalent qualification and at least a minimum of eight years relevant experience in the spheres of Finance and Procurement; of which four (4) years should be at senior management level. A postgraduate qualification in Business Management or Public Management is recommended
- Detailed knowledge and understanding of the Generally Recognised Accounting Practice (GRAAP); Treasury Regulations and Functions; Medium Term Expenditure Framework (MTEF) functions and processes; Risk management and internal controls, Supply Chain management, Taxation; Debt, Asset and Expense Management; and Organisational Dynamics;
- Computer Literacy;
- A further recommendation will be the knowledge of the following:
 - Local Government: Municipal Demarcation Act (No 27 of 1998);
 - Public Finance Management Act (No 1 of 1999);
 - Treasury Regulations; and
 - Other applicable legislation.

The incumbent will be responsible for the following key performance and results areas:-

1. Develop, and oversee the implementation and review of the finance strategy.
2. Assist the CEO in executing duties related to the implementation of the requirements of Public Finance Management Act
 - perform overall oversight over financial management activities of the organisation and perform treasury functions in accordance with the Medium Term Expenditure Framework
3. Manage the financial planning and budget management in accordance to Medium Term Expenditure Framework. Includes rendering assistance to other divisions with budget management.
4. Monitor expenditure and revenue collection and report to the Executive Authority and National Treasury, as well as actual income and expenditure, projections and variances reported on monthly. Includes identifying new or potential sources of revenue, as well as actual revenue, projections and variances reported on monthly.
5. Ensure that an effective cash management system is implemented and monitored. Includes enforcement of financial delegations and instructions.
6. Ensure that creditors are settled within prescribed period, as well as establish and maintain processes for the collection of outstanding debt.
7. Responsible for integrity of financial information and system.
8. Oversee the supply chain management function to ensure that acquisitions are fair, equitable, transparent, competitive and cost effective in line with procurement policy and BBBEE strategy.
9. Oversee asset management, including maintenance of asset register.
10. Develop, monitor and maintain risk management plan and controls within MDB, as well as:
 - Ensure that regular risk assessment conducted to identify emerging risks (key strategic and material risks)
 - Ensure that internal control measures are in place to ensure supporting documentation for all transactions.
 - Ensure that fraud prevention plan is implemented and operational.
11. Ensuring that the Audit Committee is established and Auditor-General and Internal Audit reports are dealt with and remedial steps initiated.
12. Develop, foster, maintain and review strategic relationships with stakeholders including National Treasury, Office of the Auditor General, South African Revenue Services, CoGTA, External Auditors, SCOPA, Banking Institutions, Municipality and Service Providers
13. Responsible for staff management and capacity building within the Division.
14. Develop and implement the Division's business plan.

Note: The Municipal Demarcation Board is situated in Arcadia, Pretoria. Disclosure of financial interests in accordance with prescribed regulations will be required.

Short-listed candidates will be required to be available for an interview and assessment on a date and at a time and venue that will suit the MDB. Candidates must be willing to undergo a competency-based assessment prior to the interview, as well as security vetting. Certified copies of original qualifications must be made available for perusal, upon request.

Closing date: Friday, 31 August 2012. Late applications will not be considered.

If you have not heard from the MDB within two months of the closing date, please accept that your application has been unsuccessful.

Interested persons are invited to submit their CV's to:

Mr Karl Konar
Private Bag X28

Hatfield, PRETORIA, 0028

or e-mail: karl@demarcation.org.za or Fax: **012 – 342 2480**