



## **CHIEF FINANCIAL OFFICER** **Post level 14**

**R 1, 308, 051.00 per annum**  
**All-inclusive remuneration package is offered.**

The Municipal Demarcation Board (MDB) is an independent institution which derives its mandate from the Constitution. Its mandate is, amongst others, to determine and re-determine municipal boundaries as well as delimit ward boundaries throughout the territory of the Republic of South Africa. In terms of the Municipal Structures Act the MDB also undertakes municipal capacity assessments.

The MDB seeks to appoint a Chief Financial Officer to lead the Finance division and support the Municipal Demarcation Board (MDB) in performing its functions. Suitably qualified and experienced persons are invited to apply for the abovementioned position. The incumbent will report directly to the Chief Executive Officers.

### **The incumbent will be responsible for the following key performance and result areas: -**

To oversee the Financial, SCM and Risk management operations within the Municipal Demarcation Board (MDB) to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

### **KEY TASKS PER OUTPUTS**

#### **Work output 1. Financial Management:**

- Effective allocation and use of company resources.
- Manage the preparation of financial statements, financial reports, special analyses, and information reports.
- Oversee the issuance of financial information.
- Report financial results to the Board members, MANCO and EXCO.

## **Governance**

- Adhere to MDB policies and procedures.
- Adhere to MDB business ethics and values.
- Adhere to confidentiality and non-disclosure of confidential information.
- Adhere to finance policies, procedures, and guidelines.
- Ensure compliance and adherence with legislative and budgetary and reporting requirements.
- Ensure compliance with all relevant acts and matters laid down by the Income Tax Act.
- Ensure that record keeping meets the requirements of auditors and good governance agencies.
- Assist the CEO in executing duties related to the implementation of the requirements of Public Finance Management Act.

## **Operational**

- Oversee and monitor that the unit reaches the strategic objectives stipulated in the Annual Performance Plan (APP).
- Oversee financial management activities of the MDB and perform treasury functions in accordance with the Medium-Term Expenditure Framework (MTEF) and the ENE.
- Manage the financial planning and budget management in accordance to Medium Term Expenditure Framework.
- Provide assistance to other units with budget management.
- Monitor expenditure and revenue collection and report to Executive Authority and National Treasury, as well as actual income and expenditure, projections and variances reported on monthly.
- Identify new or potential sources of revenue.
- Ensure that an effective cash management system is implemented and monitored.
- Enforce financial delegations and instructions.
- Ensure that creditors are settled within prescribed period, as well as establish and maintain processes for the collection of outstanding debt
- Responsible for integrity of financial information and financial systems.
- Oversee the procurement (provisioning) function to ensure that acquisitions are fair, equitable, transparent, competitive and cost effective in line to procurement policy.
- Participate in and attend the Tender Committee, Internal Audit Committee, MANCO meetings.
- Oversee asset management, including maintenance of the asset registers.
- Ensure that internal control measures are in place to ensure supporting documentation for all transactions.
- Ensure that a fraud prevention plan is implemented and operational.
- Responsible for staff management and capacity building within the unit.
- Develop and implement the finance unit business plan.
- Drive specific tasks as mandated by the CEO and Board of Directors, as and when required
- Develop, oversee implementation and review of the finance strategy.
- Develop, oversee implementation and review the IT strategy.
- Ensure that the Audit Committee has been established and Auditor-General and Internal Audit reports are dealt with and remedial steps are initiated.
- Maintain relations with external auditors and implement their findings and recommendations.
- Develop, monitor, and maintain risk management plan and controls within MDB.

## **Work output 2. Business Process Management**

### **Governance**

- Ensure that regular risk assessment conducted to identify emerging risks (key strategic and material risks).
- Develop, foster, maintain and review strategic relationships with stakeholders including National Treasury, Office of the Auditor General, South African Revenue Services, CoGTA, Banking Institutions, Municipality and Service Providers, Portfolio Committee.

## **Work output 3 Learning and Growth (Staffing)**

- Position resources for future activities.
- Ensure alignment between employee and management goals.
- Communicate and explain the impact of decisions on staff.
- Communicate effectively with team.
- Conduct required meetings.
- Assist in the allocation of resources within Financial Department.
- Partake in the performance management process by completing all self-reviews.
- Maintain and provide input into personal development plan.
- Undergo training when required in order to improve and or to acquire new skills.

## **Work output 4. Stakeholder and Vendor Management**

- Professional communication and interaction with all stakeholders and members of the public.
- Develop a trusting and mutual respectful relationship internally and with members of the public,
- Asset Management and supply chain management control.
- Control the building lease and legal agreements.

### **Working Conditions**

- Required to travel from time to time.
- Might be expected to work afterhours.

### **Minimum Job Requirements:**

- Bachelor of Commerce/B-Tech degree in Accounting/Financial Management/Cost and Management Accounting (NQF7).
  - Registered Chartered Accountant will be an added advantage.
  - Minimum of 8 years' experience in Accounting/Financial Management/Cost and Management Accounting
  - With 5 years' experience at Senior management level.
  - Experience and Knowledge of GAAP or GRAP
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- **Closing date for the positions will be on the 07 April 2023.** Late applications will not be considered.
  - **Equity target of the Division: Preference will be given to females and people with disabilities.**
  - **Applicants must send their CV with certified ID and certified qualifications. Applicants will be disqualified for non-adherence.**

- Application must be submitted online on: **recruitment@demarcation.org.za**
- **Note:** The Municipal Demarcation Board is situated in Highveld, Centurion, Pretoria.
- Short-listed candidates will be required to be available for an interview on a date and at a time and venue that will suit the MDB and be willing to undergo a competency-based assessment, as well as security vetting.
- [Applicants will be required to give consent in terms of POPI Act for MDB to conduct suitability or verification checks.](#)
- The successful candidate will be required to sign an employment contract, performance agreement, and disclosure of financial interest.