



CHIEF FINANCIAL OFFICER Post level 14

R 1, 494,900.00 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 (reporting, budget, payroll and creditors management), SCM and Risk Management operations within the Municipal Demarcation Board (DMB) 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 report accurate financial results and preserve organisational assets

KEY TASKS PER OUTPUTS

Work output 1. Financial Management:

- Approve and/or allocate within delegated limits of authority resources as appropriate to meet financial operational and strategic objectives and priorities
- Manage the preparation and production of financial statements, financial reports, special analyses and information reports by ensuring structured processes and controls, and through decisive executive oversight and action
- Ensure the financial accuracy and integrity, both quantitative and qualitative, of financial information in meeting internal requirements and statutory financial frameworks and provisions

Governance

- Contribute to good governance principles and processes through the formulation and/or adherence of MDB policies and procedures (financial and other)
- Contribute to good governance principles and processes by adhering to MDB business ethics and values
- Ensure adherence to confidentiality and non-disclosure of confidential information
- Ensure adherence to financial policies, procedures and guidelines through the establishment of financial and related controls, systems and executive oversight
- Ensure adherence to legislative and budgetary and reporting requirements through the establishment of financial and related controls, systems and executive oversight
- Ensure adherence to relevant acts and matters laid down in tax legislation and regulations through the establishment of financial and related controls, systems and executive oversight
- Ensure that electronic and physical files and records are stored securely and are accessible to meet auditing, good governance and other requirements
- Assist CEO in executing duties relating to the implementation of the requirements of prescribed financial legislation (PFMA, other)

Strategic

- Provide value-added, high-level, inputs into strategic management and planning discussions, forums and events by considering factors in the broader environment, and by applying strategic financial management principles and practices to support broad-based objectives of MDB
- Translate broad-based strategies (via APP, other) into a financial strategy and associated APP, and oversee strategic financial implementation through strategic and other reviews

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
- 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), and formulate corrective actions to appropriately mitigate risk
- 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)

- Ensure organisation structure for the financial function supports the strategic and operational objectives of the MDB, and propose changes as necessary in the light of organisational, environmental and other factors
- Position and allocate resources to meet current and future financial function requirements
- Initiate appropriate communications to brief staff individually and/or in teams on policies, progress, people and general points of relevance
- Ensure attitudes and behaviour within the financial function supports the culture and values of the MDB through example and exemplary executive leadership
- Drive high levels of performance through purposeful performance management processes by identifying performance gaps and associated developmental areas, and taking decisive steps to remedy performance gaps, and address developmental areas

Work output 4. Stakeholder and Vendor Management

- Forge and maintain constructive high-level relationships with internal and external stakeholders to serve the strategic and operational interests of the MDB

- Develop trusting and mutually respectful relationships internally and externally (e.g. with the public) through both formal and informal stakeholder structures and forums

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.
- With 5 years' experience at Senior management level.
- Minimum of 8 years' experience in Accounting/Financial Management/Cost and Management Accounting
- Experience and Knowledge of GAAP or GRAP
- Knowledge of PFMA, Public Service Regulations and Legislative framework

- **Closing date for the positions will be on the 05 December 2025.**
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 copies of their ID, qualifications and other relevant documents.**

- 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.