



JOB PROFILE

A. Post Information	
Post Title	Chief Financial Officer (CFO)
Component	Corporate and Financial Support Services Division
Location	Head Office - Johannesburg
Post Reports To	Chief Executive Officer

Job Profile Verification	
Profile Verified By:	
Date Verified:	October 2019

Job Profile Validation	
Profile Validated By:	Tseliso Thipanyane
Date Validated:	October 2019

Job Evaluation Outcome	
Confirmed Grade:	14
Date Graded:	

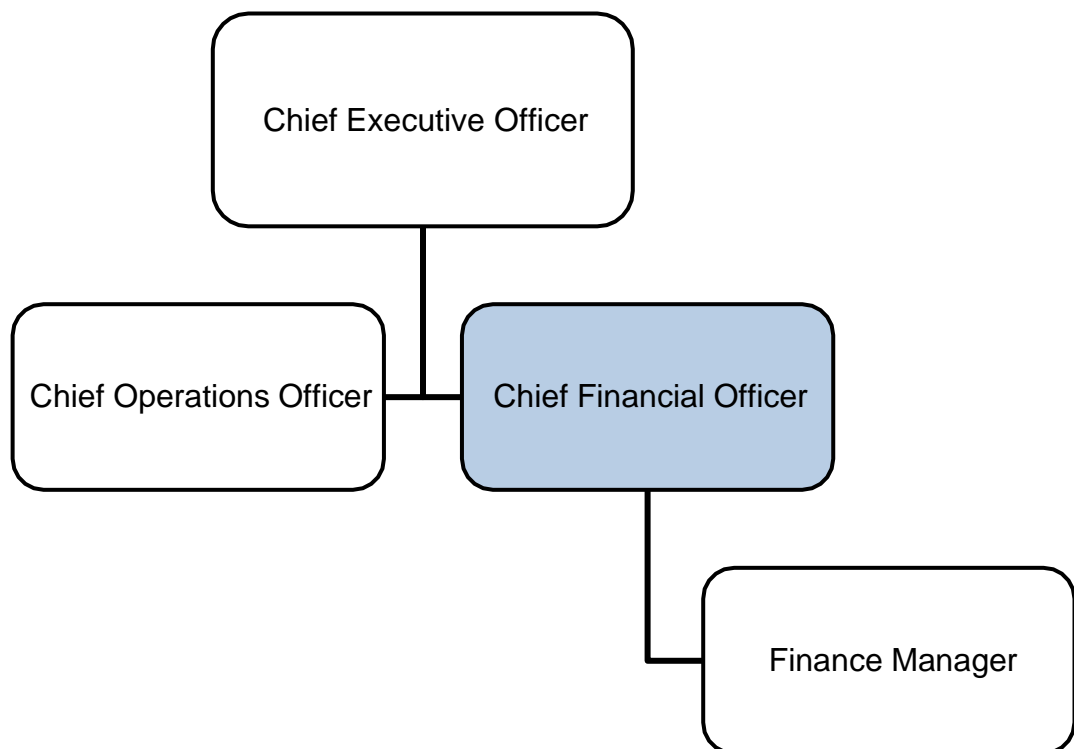
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To assist the accounting officer in discharging the duties prescribed in part 2 of the Chapter 5 of the PFMA and the annual Division of Revenue Act and to provide strategic leadership and direction to the corporate service unit of the SAHRC.

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
List major activities and contribution to the organisation for which this post is held accountable			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Provide strategic leadership, direction, and advice to the SAHRC.	1.1	Participate in the development of the strategic plan for the SAHRC and ensure translation of this into the unit's annual operational plan.
		1.2	Oversee the development of annual performance plans and operational plans
		1.3	Ensure the implementation of the operational plan of the division through the effective definition of performance targets and measures in order to evaluate success.
		1.4	Measure and monitor achievement of strategic objectives of the division and take corrective actions where required.
		1.5	Oversee and manage the human resources within the division in an efficient and effective manner.
		1.6	Plan, organise and control activities and resources pertaining to the functions of the division.
		1.7	Ensure the effective promotion and practice of good corporate governance and monitor compliance with all applicable legislations, regulations and policies
2	Ensure the provision of sound financial management services to the SAHRC.	2.1	Execute all duties of the CFO implicit and implied in the PFMA, The National Treasury Regulations and GRAP.
		2.2	Provide sound financial management advice and leadership to the SAHRC.
		2.3	Ensure the provision of an effective financial accounting service within the Commission.

D. Key Responsibilities			
List major activities and contribution to the organisation for which this post is held accountable			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
		2.4	Oversee the effective compilation of the monthly, quarterly annual financial statements as per GRAP, PFMA and Treasury Regulations.
		2.5	Ensure the implementation of an effective Financial Management system inclusive of policies, procedures, standards, systems, practices, internal control mechanisms, fraud-prevention and anti-corruption measures and approved delegations framework.
		2.6	Ensure the effective monitoring and coordination of financial management responsibilities within the provincial offices.
		2.7	Ensure the effective management and control of Donor funds.
		2.8	Oversee the financial planning and budgeting process.
		2.9	Ensure accurate forecasting, budgeting and allocation of financial resources within the Commission.
		2.10	Ensure sound budgetary control and that expenditure remains within the Commission's budget.
		2.11	Ensure that all financial reporting requirements are met.
3	Ensure effective risk management	3.1	Ensure that risk assessments are undertaken and that appropriate strategies are developed in order to address these risks. This includes the development of effective risk management policies, and strategies, strategic and operational risk registers and the monitoring of same on a regular basis.
		3.2	Strategically engage with auditors and provide appropriate and timely responses to audit queries.
		3.3	Ensure compliance with internal and external audit requirements

E. Advisory Responsibility	
Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.	
To Whom	Type of Advice/ Information
The Commissioners	Expert financial and strategic advice, budgetary and reporting advice, compliance to PFMA and Treasury regulations, performance monitoring, providing leadership and direction.
The Accounting Officer (The CEO)	Expert financial and strategic advice, budgetary and reporting advice, compliance to PFMA and Treasury regulations, performance monitoring, providing leadership and direction.
Programme Managers (including provincial managers)	Expert financial and strategic advice, budgetary and reporting advice, compliance to PFMA and Treasury regulations, performance monitoring, providing leadership and direction.
Internal audit and the audit	Comply with internal audit requirements, including the provision

E. Advisory Responsibility	
Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.	
committee	of relevant reports as and when required.
Audit and risk Committee	Reporting, Chairperson of the Committee
National Treasury	Legislation and policy changes, financial and budget reporting (Submission of MTEF and the mid-term review process), and reporting on audit enquiries
The Auditor General	Comply with regulatory and legislative requirements to facilitate audit processes, and reporting on audit enquiries
Portfolio Committees of the National Parliament	To submit the budget of the SAHRC and report on expenditure against these budgets
Standing Committee on Public Accounts	To submit the budget of the SAHRC and report on expenditure against these budgets
Private Organisations (Banks, Donors)	Financial requirements, reporting on donor fund utilization
Department of Justice	Submission of monthly financial statements, Submission of MTEF and the mid-term review process.

F. Accountability	
These fields are not compulsory and should only be completed if the fields are relevant to your post	
Number of staff directly managed	<ul style="list-style-type: none"> • 2 (Including 1 Personal Assistant)
Number of staff indirectly managed	<ul style="list-style-type: none"> • 5
Financial accountability	<ul style="list-style-type: none"> • Budget for the SAHRC – R200 132 000.00

G. Inherent requirements of the Post	
The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
<p>Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Financial management • Strategic capability and leadership • Programme and project Management • Problem solving and analysis • People management and empowerment • Knowledge management • Communication • Change management • Service delivery innovation • Honesty and integrity • Client orientation and customer focus
<p>Knowledge and education <i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A post graduate degree in financial or business management or accountancy or auditing • A Chartered Accountancy qualification recognized by the South African Institute of Chartered Accountants will be an added advantage • Knowledge of the PFMA and Treasury Regulations • Knowledge of all relevant legislation, policies and procedures • Knowledge of accounting principles • Knowledge of government's financial processes, including budgeting, supply chain management • Knowledge of Generally Accepted Accounting Practices (GAAP) • Knowledge of Generally Recognised Accounting Practices (GRAP) • Knowledge of International Financial Reporting Standards (IFRS) • Knowledge of internal and external auditing requirements and

	<p>standards</p> <ul style="list-style-type: none"> • Knowledge of oversight and governance principles (The King IV Report) • Knowledge of legislative and regulatory requirements with regards to professionalism and ethics e.g. Constitutional Principles for the Public Service, Batho Pele Principles etc. • Able to: <ul style="list-style-type: none"> ○ monitor & evaluate the organisational level PMER system; ○ ensure compliance with all statutory & regulatory PMER requirements; & ○ use performance information to plan, & give effect to the organisation's strategy.
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • At least 6 years' experience in a senior financial management role. • Experience in the preparation and management of strategic plans, performance plans, operational plans, annual financial statements, business plans and budgets • Exposure to the implementation of internal systems and controls to ensure sound financial management

H. Career pathing	
Next higher position:	The Chief Executive Officer
What is required to progress:	Refer to job profile for requirements

I. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date