



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: OFFICE OF THE CEO 14 November 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCEO: 31/2022	CHIEF FINANCIAL OFFICER ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R1 485 433.00 – R2 384 253.00	1

MICT SETA seeks to employ a **Chief Financial Officer**. The overall purpose of this position is to establish effective and efficient administration, management and control systems to ensure sound financial management and compliance to legislation and accounting practices. Further, provide strategic management and allocation of MICT SETA's financial resources to ensure sustainable and effective risk management

The successful incumbent will be based at the Midrand Office and report to the **Chief Executive Officer**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- A CIMA or CA (SA) qualification
- Minimum of 8 years financial management and accounting experience, of which 5 years must be at managerial level
- In-depth knowledge of financial management legislative and regulatory frameworks
- Management accounting principles and practices
- Business strategies, targets, processes and economies
- Risk management and internal control
- SETA operations and processes
- Competency assessments will form part of the selection process
- Auditing experience is advantageous

TECHNICAL COMPETENCIES

- Policy formulation
- Strategic and analytical skills
- Technical report writing
- Problem solving skills
- Effective written and verbal English communication skills
- Planning and organizing skills
- Good time management and prioritising skills
- Advanced Microsoft Office skills

BEHAVIORAL COMPETENCIES

- Good interpersonal skills
- Professional with astute attention to detail
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and works well under pressure.

ROLES AND RESPONSIBILITIES

Strategic Management and Intergration

- Works closely with the CEO and senior management team to shape and manage the strategic objectives of the SETA
- Formulate and implement the consolidated annual performance and functional operational plans
- Drive the formulation and regular review of financial management delegations of authority, financial management policies and procedures

Financial Analysis and Evaluation

- Compile monthly detailed revenue projections
- Reconcile and report on all sources of revenue
- Manage, reconcile and report on levy income
- Analyse financial information to promote the efficient use of resources and procedures
- Conduct financial analyses to accurately quantify the financial implications of operational decisions
- Investigate complex financial transactions and prepare reports summarising the findings
- Manage the audit process through effective coordination and preparation of financial audits
- Prepare reports regarding audit findings, outlining discrepancies and recommendign corrective action
- Compile the annual financial statements in accordance with generally accepted accounting practices and submit to the appropriate stakeholders
- Present the annual state of affairs of the MICT SETA, its business, financial results, its performance against pre-determined objectives and its financial position in the annual report and audited financial statements
- Manage the treasury including; banking, associated administration and return on investments and interest rates

Operational Budget Management

- Manage, reconcile and report on budget allocations
- Oversee finance costs to ensure the optimal utilisation of budgets
- Provide input regarding the formulation of the operational budgets
- Manage the commitment schedule for discretionary projects and be the primary liaison with operations relating to discretionary projects
- Ensure completion and consolidation of national operations capex budgets, including collation of information and liaison with regions

Financial Management

- Establish and maintain financial management, accounting administrative management and control systems

- Ensure that all monies due to the SETA are received and utilised for SETA business as prescribed and prevent unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from negligent and criminal conduct
- Manage available working capital efficiently and economically
- Oversee the settlement of all contractual obligations and payment of all money owing within the prescribed or agreed period
- Manage salary and payroll administration
- Manage ledger and debt account reconciliations
- Monitor the effectiveness of financial operations through the assessment of key financial performance indicators

Asset management

- Monitor and manage the achievement of asset management objectives and ensure that:
- Assets and consumables registers are in place, accurate and updated at the predetermined time
- Asset acquisition, management, maintenance and disposal are in accordance with MICT SETA's policy guidelines and performance standards
- Reporting is undertaken as mandated
- The asset register is reconciled with acquisitions on a monthly basis
- Asset and consumables stocktakes are conducted on an annual basis and results monitored, reported and actioned to better secure MICT SETA's assets
- Loss control is managed in accordance with legislative and regulatory requirements

Functional leadership

- Lead and develop staff
- Monitor staff performance and provide regular feedback
- Manage staff activities, ensuring service levels are met and protocols are adhered to
- Coach and support staff where necessary to achieve objectives
- Drive employment equity within the team to ensure that diversity is achieved at all levels and that statutory targets and requirements are met

Application:

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Mafeta Mabelebele (Recruitment@mict.org.za) by no later than **11 December 2022**. Enquiries may be directed to 011-207-2600. Should candidates not hear from us (thirty) 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



People with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.