



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: OFFICE OF THE CHIEF FINANCIAL OFFICER 12 April 2023		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
CFO: 10/2023	FINANCE MANAGER ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R798 813.00 – R1 259 019.00	1

MICT SETA seeks to employ a suitably qualified and competent **Finance Manager**; the primary role of the position is to ensure control of financial administration, and to assist the Chief Financial Officer in monitoring enforcement of guidelines and provide guidance on all administrative processes of the organisation, in order to achieve full compliance with all relevant financial standards, policies and regulations.

The successful incumbent will be based at Head Office (Midrand) and will report to the **Chief Financial Officer**

MINIMUM REQUIREMENTS:

- B.Com Accounting degree or equivalent;
- A post graduate qualification in Finance or equivalent will be advantageous
- CA (SA)/ CIMA will be ideal
- A minimum of 5 years' experience in accounting, auditing and budget management, with a minimum of 2 years management experience;
- Experience in managing payroll processing and administration will be advantageous
- Experience in the managing the administration and disbursement of funds and grants within the public sector;

REQUIRED OUTPUTS

Financial management

- Develop and update financial policies and provide inputs for other unit managers' policies.
- Implement processes to ensure internal control improvement to avoid recurrence of audit findings.
- Propose and implement improvements in accounting and reporting systems along with internal controls to facilitate accurate and timely reporting.
- Provide support to the CFO in implementing strategic and operational plans of the Finance unit.
- Preparation and review of the annual budgeting process.
- Provide advisory and support to MICT SETA management and staff on financial matters of the organisations, including budget monitoring.

- Ensure that MICT SETA expenses are properly managed within available resources.
- Oversee the internal and external audit process and ensure all documents needed for the audit are provided.

Monthly management accounts

- Review monthly general ledger and monthly trial balance in order ensure completeness and accuracy of all processed transactions.
- Accurate reconciliations of monthly management of general ledger accounts, with reconciling items resolved within a reasonable period.
- Monthly budget vs actual variance reports, including variance commentary.
- Process and / or review of general ledger journals.
- Review all financial account reconciliations performed in the Finance Unit.
- Adherence to month end reporting timelines.

Management and control

- Manage accounts processing and payment of accounts payable in term of GRAP and applicable National Treasury regulations and/or instruction notes.
- Ensures that payments are done within the prescribed timelines.
- Ensure tracking of any discrepancies and queries on accounts.
- Manage and monitor levies revenue received by MICT SETA for implementation of its mandate.
- Review all payment batches for compliance and accuracy prior to being loaded on FNB.

Reporting and Compliance

- Ensure compliance with GRAP/IFRS, PFMA, Treasury Regulations, Guidelines and other applicable Prescripts.
- Prepare annual financial statements and interim financial statements that are GRAP compliant.
- Ensure that all standard operating procedures and policies have been updated.

Asset Management

- Manage asset acquisition, management, maintenance, and disposal thereof are accordance with MICT SETA's policy guidelines and performance standards.
- Ensure that assets and consumables registers are in place, accurate, and updated at the predetermined time.
- Make sure that asset register is reconciled with acquisitions on a monthly basis.

People Management

- Provide leadership and guidance to the Finance and SCM teams.
- Provide appropriate supervision to subordinates and provide relevant training and mentoring.
- Manage key performance areas of directly reporting staff members to ensure achievement of the agreed objectives.
- Assign responsibilities and ensure effective task authorisation protocols are in place.

Payroll

- Ensure accuracy of payroll preparation and processing, payroll accounting, tax filing and remittance, benefits maintenance and various other special payments.
- Perform a first review of payroll prior submitting to the Chief Finance Officer for review.

- Ensure that payment is made by the 20th of each month via electronic transfer to employee bank accounts.
- Manage the submission of 3rd Party payments, i.e. Medical Aid, Pension Fund, Garnishees etc. ensuring that the payments are made by the 1st of each month and reconciled to the statements received.
- Review PAYE bi-annually (February & August) returns and reconciliations to SARS and submitting information through Easifile.
- Issue IRP5 documents to all MICT SETA employees.
- Determine payroll liabilities by approving the calculation of employee taxes, UIF.
- Balance the payroll accounts by resolving payroll discrepancies.
- All reconciled items are to be cleared in the following month which they were identified in.

Reporting

- Review monthly payroll reconciliations, audits, tax reconciliations and reports.
- Capture and reconcile the salary bank account on a monthly basis, in line with the timetable and deadlines.
- Respond to inquiries related to payroll and providing guidance on the prevailing laws governing payroll and income taxes, employee benefits, garnishments, reimbursement policies and other statutory pay related entitlements.
- Review reports by compiling summaries of earnings, taxes, deductions, leave, etc.

Payroll Policies and Procedures

- Implement Payroll policies and procedures.
- Evaluate and analyse existing payroll policies, procedures and processes.
- Propose changes and quality control measures leading to best practice operations.
- Ensure compliance with the regulatory standards and policies and procedures of payroll.

Grants and administration management

- Check for accuracy of Grant packs against the department's checklist and compliance standards.
- Review all payment lists and check for discrepancies and whether corrective action was taken, where necessary.
- Review Grants and Administration Payment Schedule and obtain necessary approvals on payment requisitions.
- Ensure that grant and administration payment requisitions are correctly allocated to the correct contract and claims received are reconciled against contract amount, contract tranches and previous disbursements.
- Review all month-end SETA transfer reconciliations generated.
- Provide assistance to the Auditors on all related queries and ensure that payment reports are issued for audit purposes.
- Attend to all other queries received from internal and external auditors.
- Manage mandatory grant payment process

Internal & external stakeholder engagement

- Engage stakeholders timeously to ensure that all claim queries are resolved.
- Ensures stakeholders are accurately and timeously paid to build and maintain positive stakeholder relations.
- Resolve all payment queries.

REQUIRED SKILLS

- Results and deadline driven
- High attention to detail
- Ethically sound
- Proactive
- Work well under pressure

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Good analytical skills
- Good interpersonal and presentation skills
- Good people management skills
- Planning, organising and control skills
- Good communication skills
- Problem solving skills

Application:

CVs and certified 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 **21 April 2023**. Queries may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)