

ADVERTISEMENT (DHET Appointment – Permanent)

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:
Assistant Director (1st Leg) Financial Management (Financial Manager) on (SL9) with Basic Salary between R 376 596 – R 443 601 p.a. excluding benefits

LOCATION OF POSITION: Central Office Uppington
REFERENCE NO: NCRTVET/01/2020/SUPFNMFIN/01

The successful candidate must meet the following minimum criteria (skills/competencies):

Minimum Requirements:

- Grade 12 or equivalent qualification
- An appropriate recognized Bachelor's degree / National Diploma in Accounting or equivalent qualification.
- Sound, good and effective written and verbal communication skills
- Minimum five year's relevant experience, with minimum two year's management experience
- Extensive knowledge of the CET Act, PFMA and all other related TVET and SETA legislations
- Extensive knowledge and experience in GRAP, IFRS and other accounting standards and the implementation thereof
- Extensive knowledge and understanding of the TVET sector
- Experience in managing the finances of an educational institution
- Experience in project management
- Experience in risk management and internal audit
- Experience in the management of both debtors- and creditors accounts on large scales
- Experience in financial policy implementation and controls development
- Experience in managing budgets
- Experience in financial reporting
- Experience in procurement in the public sector
- Experience in management of assets and fleet on large scales
- Strong interpersonal, communication, motivational, negotiation and problem-solving skills
- Well-developed organizational-, planning and excellent management skills
- Computer literacy
- Must be able to understand and interpret prescripts and policies
- Ability to work under pressure and willingness to work extended hours when required.
- A valid code EB unendorsed driver's license

Recommendations

- A proven record in working successfully with diverse populations
- A positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with College departments and cross-functional teams
- Knowledge of an established computerized financial system (COLTECH, Pastel or similar)
- Sound knowledge of asset register management
- Advanced level of computer literacy (MS Word, Excel, Outlook and PowerPoint)
- Ability to design and implement internal administration systems and controls
- Excellent report writing and presentation skills
- Operational decision making skills

Key Responsibility Areas

- Lead and coordinate day-to-day management of financial activities
- Lead and support designated staff to ensure that financial objectives of institute is achieved
- Support and contribute to the implementation of the College's transformation policies and strategic plans
- Promote the College's strategies for the development and effective use of information and learning technologies
- Provide relevant and timely management information
- Contribute to the audit review and monitoring process related to corporate objectives
- Assist with the management of facilities, infrastructure, and learner support services and network with industries
- Creditors management and reporting
- Debtors management and reporting
- Management and review of NSFAS allocation and application processes and liaison with the relevant stakeholders
- Assist with budgetary consultation processes and strategic planning processes.
- Budget control / monitoring per campuses / portfolio / department /account
- Salaries and wages monitoring and management
- Bank accounts / petty cash / credit card management
- Asset and Fleet management
- Maintenance, control and management of information system and financial reporting (General Ledgers, Sub Ledgers, Votes and Trial Balances)
- Monthly reports to the Chief Financial Officer
- Important role in preparation of annual financial statements and assistance with the management of annual regulatory audit as well as ongoing internal audit cycles
- Monitor and motivate staff and manage performance
- Management of leave and all other staff related issues
- Manage internal disciplinary matters
- Support function to human resource management

CLOSING DATE FOR APPLICATIONS:

Friday, 7 February 2020

Submit your comprehensive CV and original certified copy of ID document and qualifications together with a Z83 Application Form that is obtainable from any Public Service Department. Your application must be **delivered by hand** at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, or Central Office, Financial Department, 16 Weideman Street, Upington, quoting the reference number above for the attention: The HR Manager. **No faxes, email or any other form of submissions will be accepted.**

Enquiries: Mr. PJ Reyneke

Tel: 054 331 3836

PLEASE NOTE:

- The College is an equal opportunity, affirmative action employer.
- Disabled persons with the relevant qualifications are encouraged to apply for this position.
- The prescribed Z83 application form, that is **fully completed**, is compulsory for application of this post.
- Correspondence will only be entered into with Short-Listed candidates.
- Applications received after the closing date, or those that were faxed and e-mailed or submitted by any other means will not be considered for the post.
- By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to list or to shortlist the applicant regarding any vacant post at any site of the employer.
- If no response received within six weeks after the closing date, please regard your application as unsuccessful.
- The NCR TVET College reserves the right to not fill this post.