

Senior Manager: Finance

Component: Finance
Department: Western Cape Liquor Authority (Bellville)
Reference Number: WCLA 05/2023

Requirements:

- NQF 7 Degree within Finance/Accounting/Economics or related field
- At least 5 year's relevant management experience
- At least 5 year's related experience in the following fields / functions: Finance, SCM, Risk Management
- Project Management experience

Experience and competencies which will be advantageous:

- Experience working with a governing body (advantageous)
- Experience working in a schedule 3 organisation (advantageous)
- CA (SA) Qualification and / or registration with a related professional body (advantageous)

Key performance areas:

• Management Accounting

- Manage the budgeting process of the Authority.
- Prepare annual and adjustment budgets of the Authority for consideration.
- Manage the efficient and effective control of the Authority's budget and expenditure.
- Ensure a full and proper record is kept of the financial affairs of the Authority in accordance with prescribed norms and standards.
- Ensure AFS reporting (bi-annually and annually) is accurate, aligned to GRAP standards and submitted timeously for consideration and review by the CFO taking timelines applicable to the Entity into account.

• Financial Accounting

- Manage financial planning, forecasting and reporting process.
- Interrogate whether budget aligns to strategic objectives of the Authority.
- Compile and manage budgets and control cash flow.
- Interrogate systems, procedures and processes towards enhancing resources aimed at financial management.
- Develop and implement remedial interventions to challenges that arise in financial administration.
- Ensure AFS reporting (bi-annually and annually) is accurate, aligned to GRAP standards and submitted timeously to the CFO for review.

• Supply Chain Management

- Oversee and manage the development, implementation and maintenance of the supply chain management systems and operations, including demand, acquisition, logistics, disposal, performance and risk.
- Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management unit.
- Establish the bid specification, bid evaluation and bid adjudication committees, oversee and compel the functioning of these committees.
- Develop and oversee the implementation of the asset management system, including the establishment of the Asset Management unit and the Authority's policies and procedures.

• Internal Control

- Ensure operations are effective and efficient.
- Ensure the financial and operational reports are reliable.
- Ensure that compliance with necessary internal policies, regulations, Acts (e.g. PFMA) and procedures are achieved.
- Manage and facilitate the external internal audit processes of the Authority.

• Component / People Management

- Ensure measures are in place for the Component to deliver on its mandate.
- Ensure staff development and performance management takes place.
- Promote sound labour relations.
- Participate in the components strategic planning process.

Knowledge:

- Practical implementation experience and working knowledge in generally accepted accounting principles such as IFRIS, GAAP and GRAP
- Working knowledge of relevant Public Sector legislation, e.g. PFMA, National and Provincial Treasury Regulations, Administrative Law.
- Working knowledge of relevant industry legislation and regulations, e.g. Western Cape Liquor Act, POPI, PAJA, PAIA.
- High level of knowledge of Risk Management
- Detailed knowledge of Project Management

Skills:

- High level of report writing skills
- Strong analytical and problem-solving skills.
- Ability to thrive in a fast-paced environment managing multiple projects and tight deadlines.
- Exceptional interpersonal, communication, writing, reporting and presentation skills.
- Ability to function independently, within a team and transversally across the organisation
- Ability to prioritize and adapt, managing multiple projects and tight deadlines.
- Computer literacy plus advanced proficiency in MS Office (Word, Excel, PowerPoint)

Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the entity within three months of the closing date, please regard your application as unsuccessful.

Shortlisted candidates will be required to submit originally certified copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the entity and may also be required to undergo competency assessments/ proficiency tests.

The Western Cape Liquor Authority is guided by the principles of Employment Equity. All candidates invited for interviews may be subjected to competency test/practical tests as part of the interview process. Kindly note that all personal information provided with your application will be dealt with for the intended purpose.

All completed applications (WCLA Application Form, CV's and Copies of Qualifications) must be submitted via the following e-mail address: hr@wcla.gov.za

Only applications submitted via the above-mentioned e-mail address will be accepted

SALARY: R811 560 – R925 485 per annum (Cost to Employment)
SALARY LEVEL: 11
CLOSING DATE: 19 June 2023
ENQUIRIES: Mrs. S Langeveldt: (021) 204 9730 / 92