

## Advertisement

### **Senior Manager: Finance**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Senior Manager: Finance** who will report directly to the **Chief Financial Officer (CFO)** and be based at the Head Office in Centurion.

**Grading: (Role Band: D4)**

**Salary: R1 227 961 – R1 362 847 (Total Cost to Company per annum)**

#### **The role of this position is to:**

Be responsible for the end-to-end financial management, including forward-thinking analysis, generating management reports, ensuring effective and efficient internal controls are in place and adhered to, ensuring statutory compliance, scaling automated financial processes to crafting financial strategies aligned to business health, PFMA and related legislation. Responsible for accurate, timeous and sound financial information to make informed decisions by the W&RSETA.

#### **Key Performance Areas will include but not limited to the following:**

- Ensure sound, effective, efficient end-to-end financial management services and systems to the SETA that optimally support delivery on business needs and requirements
- Ensure the provision of accurate and timeous financial information in order for Management to make informed decisions in all areas of operations
- Drive continuous process efficiency, financial rigor and controls
- Drive cost management objectives for functions in the SETA
- Pioneer, build and implement finance best-practices and effective change enablement financial services and support for the SETA
- Manage, develop, coach, motivate, performance manage and inspire the Finance teams ensuring performance against set individual and SETA targets
- Continuously monitor the SETA's financial performance and proactively provide financial advice, support & services to the CFO to ensure delivery on SETA strategic objectives, for example. Analysis & Recommendation of financials; Continual improvement of financial systems & controls; Monitor & manage cash flow (debtors, creditors); Operational and Capital Expenditure; Levies & Grants
- Keep abreast of developments within the SETA environment as prescribed by the Department of Higher Education and Training, National Treasury including the Office of the Accountant General
- Ensure compliance with all regulatory and government prescripts

*Khwanesi*  
18/08/22

- Inculcate a culture of effective, efficient, economic and transparent use of financial and other SETA resources through the adherence to relevant policies and the requirements of the PFMA
- Oversee and ensure the effective management of external audit processes within the finance business unit
- Ensure the development, management and control of budgets in line with the National Treasury guidelines and provide support and advice through consultation in the preparation process
- Monitor the SETA's financial performance (manage expenditure and budget revision)
- Ensure the compilation, authenticity and integrity of monthly, quarterly and annual financial and Supply Chain Management reports that comply with regulatory requirements and accurately reflects SETA financial performance
- Development and implementation of robust controls to mitigate against irregular, fruitless and wasteful expenditure
- Report any malfeasance and unlawful practices
- Ensure efficient and effective financial management support to internal stakeholders
- Ensure the effective and efficient management of relevant Service Level Agreements (SLAs) that will result in delivery on the expected and desired outcomes
- Support the core function to achieve Strategic Plan and Service Level Agreement targets with the DHET
- Manage the preparation of quarterly and annual financial statements in compliance with Generally Recognised Accounting Practice (GRAP); and assist the SETA to achieve a clean financial audit report annually
- ~~Ensure~~ knowledge-sharing, documentation of information and a team that is informed and up to date with developments in the financial environment
- Ensure the synergy between the different divisions is utilized to continuously deliver on the strategic objectives of the SETA
- Ensure adherence to W&RSETA policies, procedures and local legislation
- Professional visible representation of the SETA ensuring all behaviours and conduct are aligned with the SETA values
- Maintain professional and technical knowledge ensuring benchmarking of state-of-the-art practices and teams that are informed of new developments and initiatives
- Continually build robust change resilience, so that people can adapt quickly to necessary business reinvention
- Effectively plan, coordinate, manage and execute ad hoc projects

### Minimum Qualifications and Experience

- B. Com Accounting (Honours) and Qualified Chartered Accountant
- Minimum 5 years relevant experience in management
- Excellent knowledge and understanding of financial systems and processes
- Sound knowledge of GRAP and regulatory accounting standards and frameworks
- In-depth knowledge and understanding of Corporate Governance and Regulatory frameworks in particular Public Financial Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its most recent regulations as well as guidelines, notices and instruction notes issued by the relevant authorities from time to time

### Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position on the subject line of the email.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR ) at [careers@wrseta.org.za](mailto:careers@wrseta.org.za). The closing date for applications is: **01 September 2022**

*Libokanyo Khumalo*  
18/09/22



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA