

## INTERNAL AND EXTERNAL ADVERT

**JOB TITLE:** Senior Manager

**SALARY GROUP:** Senior Management

**LOCATION:** Prasa Technical Head Office

**DEPARTMENT:** Finance

**POST NUMBER:** TBA

**REFERENCE:** PM/JHB/FIN/122022

**DEPARTMENTAL MISSION:** To provide complete, relevant and accurate unqualified audited Annual Financial statements, meaningful financial analysis and strategic financial planning to the business in order to support business decision making PRASA Technical.

### OUTPUTS:

#### Financial Management, Accounting and Reporting

- Timely review of complete and accurate EXCO reports and detailed income statement and balance sheet analyses and reports to CFO, monthly, quarterly and annually
- Manage relevant information for proper business management.
- Consistent application of Group Policies and procedures across the business unit.
- Timely delivery of a complete and accurate Trial balance monthly, quarterly and annually, with full supporting analysis for AFS notes, for Group consolidation.
- Deliver plan for short-medium- and long-term liquidity and alert to problems well in advance business impact.
- Monitor management of Asset Register and verification.
- Manage timely authorization of documents, processes, and bank releasing in terms approval framework.
- Monitor payment process to ensure that suppliers are paid within contractual commitments and relationship maintained.
- Develop and maintain relationship with third party providers-audit, banking etc.
- Understand and report on cost drivers and trends and assist with contractual management of cost elements.
- Deliver pertinent reporting to enable full capex to spend to be optimised.

#### Legislation, financial policies, and finance strategy

- Ensure compliance to all relevant legislation, policies and procedure-GRAP, PFM Act, and other relevant regulations an internal policy and procedures
- No Audit qualification or matters affecting audit opinion.
- Maintenance of an updated risk register
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#### Monitoring

- Monitor the review of reconciliations and processes to ensure compliance to policies and procedures for correct financial reporting principles.
- Review implementation of corrective measures where required.
- Monitor the management of Account Payable, Cash Management, Accounts Receivable, Intercompany transactions, journal processing.
- Monitor the management of variance reports and budget forecast.

#### Internal and External Audits

	<ul style="list-style-type: none"> <li>• Provision of relevant information and guidance to audit teams.</li> <li>• Liaise with internal and external audits.</li> <li>• Compile comprehensive audit assistance work papers.</li> <li>• Monitor implementation of corrective measure resulting from the audit reports.</li> </ul> <p><b>Internal Controls</b></p> <ul style="list-style-type: none"> <li>• Review internal control policies and recommend changes where necessary.</li> <li>• Monitor and ensure compliance to internal controls.</li> <li>• Review key control reconciliations.</li> <li>• Provide feedback for corrective measures to be enforced and implemented.</li> </ul> <p><b>Manage Human Resource</b></p> <ul style="list-style-type: none"> <li>• Manage the human resource requirements, in accordance with the expected deliverables.</li> <li>• Compile and review the Performance Management documentation in collaboration with directly reporting staff members in terms of: <ul style="list-style-type: none"> <li>✚ Performance Output profile requirements</li> <li>✚ Key performance Areas</li> <li>✚ Personal Development Plan</li> </ul> </li> <li>• Track and monitor performance in accordance with policies and procedures and performance planning documentation.</li> <li>• Continuously provide feedback and coaching to ensure that the staff members perform at optimum productivity level.</li> <li>• Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.</li> <li>• Provide feedback to the relevant players</li> </ul>
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KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> <li>• Business Acumen</li> <li>• Business Continuity</li> <li>• Business Environment</li> <li>• Corporate Governance</li> <li>• Financial Accounting</li> <li>• Financial Policies</li> <li>• Financial Principles</li> <li>• Financial Systems</li> <li>• Fiscal Legislation</li> <li>• IFRS/IAS/GRAP</li> <li>• Legislation and Regulation</li> <li>• Policies and Procedures</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy</li> <li>• Business Adjectives</li> <li>• Communication written and verbal</li> <li>• Computer</li> <li>• Conflict Management</li> <li>• Decision Making</li> <li>• Strong Interpersonal</li> <li>• Lateral thinking</li> <li>• Management</li> <li>• Negotiation</li> <li>• Planning and organisational</li> <li>• Performance Management</li> <li>• Presentation</li> <li>• Problem-solving</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Orientation</li> <li>• Analytical</li> <li>• Attention to Detail/Detail Focused</li> <li>• Ethical</li> <li>• Good Leadership</li> <li>• Judgement</li> <li>• Professionalism</li> <li>• Pro-active</li> <li>• Reliable</li> <li>• Ability to work under pressure</li> <li>• Teamwork</li> <li>• Positive and Motivated</li> <li>• Deadline driven</li> <li>• Willing to travel</li> </ul>	<p><b>Minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• BCom Hons:</li> <li>• CA (SA)</li> <li>• 10 years' experience in a Finance environment</li> <li>• 5 years' experience in management accounting and financial reporting</li> <li>• SAP knowledge</li> </ul>

	<ul style="list-style-type: none"> <li>• Strategic and planning</li> <li>• Reporting</li> <li>• Risk management</li> <li>• Time Management</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to work extended hours</li> </ul>							
<p><b>Please apply by completing an internal application form (internal applicants) and submitting this together with your complete CV to: Head of Department: Human Capital Management: PRASA, Private Bag X101, Braamfontein, 2017, office 14-19 or email <a href="mailto:Kgothatso.ntonane@prasa.com">Kgothatso.ntonane@prasa.com</a></b></p> <p>By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy.</p> <p>PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”)</p> <p>A copy of PRASA’s Privacy notice is available on the website or on request.</p>		<p><b>CLOSING DATE: 21<sup>st</sup> December 2022</b></p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>							
<b>ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION</b>	<b>As per PRASA Employment Equity Plan, this position is earmarked as follows:</b>	<b>MALE</b>				<b>FEMALE</b>			
		<b>African</b> x	<b>Indian</b> x	<b>Coloured</b> x	<b>White</b> x	<b>African</b> x	<b>Indian</b> x	<b>Coloured</b> x	<b>White</b> x