

INTERNAL AND EXTERNAL ADVERT

JOB TITLE: Senior Manager

SALARY GROUP: Senior Management

LOCATION: PRASA Rail Gauteng Region

DEPARTMENT: Finance

POST NUMBER: TBA

REFERENCE: GP/SNRMANFINANCE/02/2024

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 within PRASA Rail Gauteng Region.

OUTPUTS:

Budgeting and Forecasting

- Timely preparation of budgets.
- Analysis of financial data.
- Perform cost analysis.
- Input into strategic planning.
- Cost optimisation.
- Regular cost and management accounting reporting

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.
- Maintain appropriate collection of revenue and debtors in terms of the PFMA.
- 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

-

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

- Provision of relevant information and guidance to audit teams.
- Liaise with internal and external audits.
- Compile comprehensive audit assistance work papers.
- Monitor implementation of corrective measure resulting from the audit reports.

Internal Controls

- Review internal control policies and recommend changes where necessary.
- Monitor and ensure compliance to internal controls.
- Review key control reconciliations.
- Provide feedback for corrective measures to be enforced and implemented.

Supply Chain Management

- Procurement planning.
- Procurement execution.
- Contracts management.
- Logistics and warehouse and inventory management.
- Ensure timeous submission of SCM reports at required intervals.

Manage Human Resource

- Manage the human resource requirements, in accordance with the expected deliverables.
- Compile and review the Performance Management documentation in collaboration with directly reporting staff members in terms of:
- Performance Output profile requirements
- Key performance Areas
- Personal Development Plan
- Track and monitor performance in accordance with policies and procedures and performance planning documentation.
- Continuously provide feedback and coaching to ensure that the staff members perform at optimum productivity level.
- Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.
- Provide feedback to the relevant players

