



INTERNAL / EXTERNAL ADVERTISEMENT

DATE POSTED : 12 November 2018

JOB TITLE : CHIEF FINANCIAL OFFICER

GRADE : 3

REGION : HEAD OFFICE

To provide sound financial management and advise to the Mvula Trust. Ensure the development and implementation of relevant financial policies, processes, procedures and controls in order to improve financial efficiencies, sustainability and meet generally accepted accounting practice. Reporting to the Chief Executive Officer.

Primary Performance Area:

- Provide strategic direction, leadership and advice to the Finance Unit and the Trust as a whole on all financial related matters; Contribute to the improvement of financial and operational systems to improve efficiency within the Mvula Trust;
- Develop a budget for the Trust, that takes into consideration and facilitate the implementation of the organisation's strategic goals and objectives;
- Provide guidance and contribute towards the financial aspects of the strategic planning and annual business planning process of the Trust;
- Provide general operational and administrative support
- Ensure that monthly management accounts are produced;
- Produce quarterly financial reports which analyses the financial and operational activities of all units and the Trust as a whole;
- Produce Annual Financial Statements and co-ordinate the audits thereof
- Facilitate the annual budgeting exercise of the organisation;
- Provide financial management support to all units and the organization as a whole;
- Ensure that risk assessments are undertaken and that appropriate strategies are developed in order to address these risks; Monitor and manage the risk register on behalf of the Trust;

Ensure compliance with financial statutory requirements

- Provide support to the Board and the Finance, Audit and Risk Committee;
- Provide training, guidance and support to staff on finance systems, processes and policies; Promote and ensure sound financial management, financial sustainability and viability of the Trust
- Ensure the provision of an effective accounting service; Ensure the implementation of a fair, equitable, transparent and cost effective procurement system;
- Monitor, evaluate and ensure that there is sound budgetary control within the Trust and that expenditure remains within budget
- Ensure compliance with internal and external audit requirements
- Engage with auditors and provide appropriate and timely responses to audit queries;
- Oversee the management of the Trust's movable assets, maintenance of the asset register, acquisition and disposal of assets;

Minimum Requirements:

- A minimum of a post graduate degree in financial management or accounting or auditing;
- A chartered Accountancy qualification recognized by the South African Institute of Chartered Accountants (SAICA) will be an added advantage
- At least 5 years senior management experience; At least 5 years' experience in financial management within a medium sized or large organisation; Knowledge of Generally Accepted Accounting Practices (GAAP), Generally Recognised Accounting Practices (GRAP) and International Financial Reporting Standards(IFRS)
- Good report writing abilities and presentation skills; Good knowledge and experience in the preparation of budgets, business plans, and operation plans; Ability to demonstrate analytical thinking and good problem solving; Sound understanding of financial procedures, systems and controls; Good understanding of internal and external auditing requirements standards; Honesty and integrity

Interested applicants are invited to submit their applications, with detailed CVs to The Human Resources Department by e-mail to recruitment@themvulatrust.org.za. Please do not send any certificates, diplomas or testimonials.

Closing date: **23 November 2018**

IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.

The Mvula Trust is an equal opportunity employer. Correspondence will only be entered into with shortlisted candidates. The Mvula Trust reserves the right not to make any appointments.