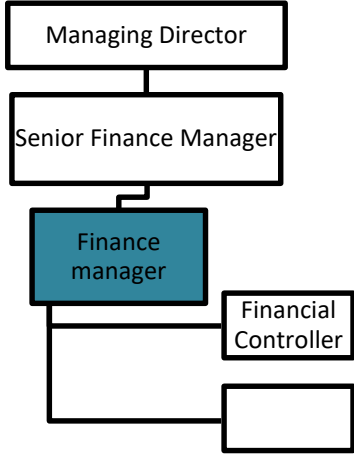


A. POST LOCATION DETAILS					
Business Unit:	SAIAB				
Division	SAIAB				
Department	Finance				
B. POST IDENTIFICATION					
Job Title:	Finance Manager	Post Number:		Job type	Permanent
Main Purpose of Job:	To manage the day-to-day functioning of the Finance function of the Business Unit in ensuring the provision of sound financial management, accurate reporting, accountability and processes that align with the NRF and BU strategic objectives as well as relevant financial policies and procedures, good governance and regulatory compliance.				
Reporting to:	Senior Finance Manager	Post Number:			
Organisational Structure:	 <pre> graph TD MD[Managing Director] --- SFM[Senior Finance Manager] SFM --- FM[Finance manager] FM --- FC[Financial Controller] FM --- Empty[] </pre>				
C. POSITION DIMENSIONS					
Total Staff Complement					
Number of direct reports	3 – 8				
D. CONTACTS / LIAISON					
Most Important Clients (Internal)	Deputy Chief Executive Officers Chief Financial Officer BU Management NRIP office Corporate Finance Corporate SCM Corporate Legal Managing Director of business unit				

	<p>Cost Centre Managers Internal Audit Finance unit staff SCM Manager BU staff Other business units of the NRF Finance & SCM departments</p>
<p>Most Important Clients (External)</p>	<p>Suppliers/Service Providers/Creditors Debtors External Auditors DSTI Research Institutions and Universities Bankers Government Departments Expert consultants</p>

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES

NO.	What	How	Why	Weight (out of 100)
1	Management of Financial Processes	<ul style="list-style-type: none"> • Ensure smooth functioning of the finance unit daily. • Ensure accurate accounting hierarchies for contracts and funding instruments within the financial system. • Lead and manage the full asset management process including the reconciliation of the fixed assets register for the business unit. • Manage the recording of the acquisition and retirement of fixed assets in line with policies and procedures. • Lead and manage the processing and recordkeeping of financial transactions, reconciliations and reporting up to trial balance, including all subledgers, i.e. cashbook, accounts receivable, accounts payable, bank accounts, inventory, grants and fixed assets, in accordance with NRF policies and procedures • Ensure that all relevant debtors' invoices are authorised according to delegation of authority. • Conduct required credit control of outstanding debts. • Ensure the resolution of all debtors' enquiries as per time and quality standards. • Ensure that creditors are reconciled monthly and ensure the correct authorisation of payments accordingly. • Oversee the payment of suppliers within 30 days to ensure compliance with PFMA prescripts. • Manage the allocated investment portfolios in line with business requirements as well as relevant policies and procedures, where applicable. • Ensure all general ledger accounts are reconciled and reviewed monthly, and all reconciling items are cleared timeously. • Maintain petty cash records in accordance with NRF policies and procedures and ensure it is reconciled monthly and/or • Maintain cash card records in accordance with NRF policies and procedures and ensure it is reconciled monthly. • Adhere to month-end and year-end procedures and timelines. • Change management where financial processes are adapted to meet new regulatory requirements. 	<ul style="list-style-type: none"> • Compliance and application within the set parameters of the PFMA, NRF and NRF policies and procedures • Obtain and maintain clean and unqualified audits • Up to date and current FAR • Fixed assets and register managed appropriately • Maximum interest earned on investments by ensuring these funds are utilized within the business • Collection of all income due • Prompt payment of invoices • Documentation to support all financial transactions • Monthly reconciliations • Asset register verified 	30%

2	Cost Centre Maintenance	<ul style="list-style-type: none"> • Review cost centre creation form for accuracy and completeness i.e. correct income stream is selected and cost centre hierarchy is used. • Submit cost centre creation form to EMO office and check that it pulls to the correct reporting tree. • Administer the workflow changes on the system when new staff join the organisation or when changes are required. • Update the ERP user verification schedule on a monthly and quarterly basis and facilitate access for new users. • Minimise the number of cost centres used and request de-activation of unused cost centres where necessary. • Streamline cost centre management within the business unit to ensure effective reporting. 	<ul style="list-style-type: none"> • Cost centre management plays an integral role in good accounting practice for the organisation. • Correct costs are budgeted in the correct cost centre. • Cost centres need to belong to a correct reporting tree in order to measure cost allocations from contract accounts and baseline costs. • The accounting system needs to be administered to ensure that correct users and access is given. 	5%
3	Financial and Business Reporting	<ul style="list-style-type: none"> • Compile accurate and timely monthly/quarterly/annual financial reports for the business unit. • Prepare contract reports to funders and other stakeholders. • Compile relevant audit reports as and when required. • Prepare regular reports on financial position and performance at management meetings. • Ensure transparency, accountability and efficient communication regarding the management of funds. 	<ul style="list-style-type: none"> • Timely and relevant information reported to relevant stakeholders in compliance with NRF policies and procedures and applicable requirements • Reporting results and insights that assists with decision making • Meaningful recommendations submitted to senior finance manager • Monthly/Quarterly Reporting on financial performance • Budgets and Projections Reports • Annual reports with variance analysis • Reports on financial resource utilisation. 	10%
4	Compliance, Risk and Audit Management	<ul style="list-style-type: none"> • Ensure the implementation of responsibilities and functions to applicable policies, procedures as well as Finance and SCM prescripts (PFMA, National Treasury etc.) • Circulate updated templates to the business unit when there is an update to financial policies and/or procedures. 	<ul style="list-style-type: none"> • All risk identified are mitigated in a timely manner • Auditors are provided with the complete, accurate required 	15%

		<ul style="list-style-type: none"> • Prevent, identify and manage potential maladministration, fraud, corruption and other related risks. • Ensure that Audit requests for information are effectively attended to by all staff in the department within agreed timelines. • Prepare BU for internal/external audits. • Implement corrective actions on weaknesses identified by internal and external audit. • Attend and respond to Audit findings at level of responsibility. • Ensure business unit assets are soundly safeguarded and sufficiently insured in consultation with the Corporate office. • Implement effective internal controls where gaps and weaknesses are identified. • Review and advise on contracts, including revenue contracts, procurement contracts and service level agreements, where applicable. • Driver of good governance and compliance regimes. • Oversee compliance with the PFMA, Treasury Regulations and GRAP requirements. 	<p>information and responded to in a timely manner</p> <ul style="list-style-type: none"> • Contracts for goods or services, it must do so in accordance with a system which is fair, equitable, cost-effective, competitive and transparent • Ensure accurate and smooth audit processes. • Contribute towards obtaining a clean audit result • Risk mitigation • Corrective actions 	
5	People Management	<ul style="list-style-type: none"> • Guide, mentor and develop staff in line with HR policies and procedures. • Streamline job functions, processes, and methods for efficiency within the team. • Continuously check, review and authorise the work of staff. • Engage staff on a regular basis and encourage good working relationships with all stakeholders. • Plan, monitor and evaluate staff performance and implement corrective and/or developmental actions where required. • Address under-performance and reward exceptional performance in line with HR policies and procedures. • Proactively manage all direct reports to ensure that the operational objectives for the department are met. • Maintain excellent human capital performance through employee empowerment, skills development and retention and succession planning within the team. • Maintain an environment where employees respect and adhere to company standards of integrity and ethics by integrating these values into all processes, procedures and practices. • Optimise team performance by providing a clear operational plan; prioritising resources; facilitating alignment of the team and driving a customer-centric performance culture. 	<ul style="list-style-type: none"> • Motivated staff who deliver efficiently and effectively on tasks accurately in line with NRF policies and procedures. • Signed job descriptions for all staff. • Completed performance agreements and reviews for all staff. • Queries addressed successfully and processes and procedures adjusted when deemed necessary to mitigate risk 	15%

		<ul style="list-style-type: none"> • Set appropriate KPAs and ensure the cascading thereof throughout the team whilst driving achievement; inspiring commitment; encouraging mutual support; and enabling development opportunities. • Contribute towards the implementation of a learning culture within scope of control. • Recruit and retain key talent and other critically skilled personnel to meet the operational objectives of the team. 		
5	Financial Management	<ul style="list-style-type: none"> • Monitor implementation of BU Annual Performance Plan against budgets and finances (including cashflow) and consult with the BU management and staff on corrective action plans and remediation. • Review, analyse, model and cost operational proposals and feasibility studies (financial and non-financial) for funding instruments, projects, and other initiatives. • Manage and control relevant cost centres/budget to ensure alignment to the organisation’s revenue and efficiency objectives. • Contain costs while maintaining high levels of impact and performance. • Develop best practices to achieve the larger Operational financial goals. • Responsible for ensuring that monthly expenses are managed, and excessive costs are investigated. • Plan, manage and submit annual budget, 3-year budgets and projection reports per Corporate timelines. • Advise business unit management on appropriate budget assumptions in line with organisation-wide budget assumptions. • Engage with Cost Centre managers on budget/projection requirements and deviations. • Monitor and manage budget implementation, ensuring financial targets are met and resources are optimally allocated. • Identify budget variances and recommend corrective actions to mitigate financial risk. • Implement and monitor compliance to NRF’s Finance Policies and Procedures. • Prevention, detection and reporting of Fruitless & Wasteful Expenditure as well as Irregular Expenditure and ensure consistent consequence management is applied. • Monitor ERP system roles access to ensure effective segregation of duties and compliance to the Delegation of Authority Policy. • Monitor compliance to the Internal Service Agreements with the Corporate office. • Assist with the submission of funding proposals to access additional funding streams. 	<ul style="list-style-type: none"> • Completeness and accuracy of financial records • Increased efficiencies • Well-managed and effective Finance Function in line with deliverables • Business/funding proposals to DSTI and other funders • Budget and projection reports • Strategic budgets and innovative plans • Sound cash management • Audit queries minimised • Compliance to ISA • Balanced budget • Cost containment • Sound financial and management support of all activities 	25%

	<ul style="list-style-type: none"> • Management of cash balances and unspent funds. • Keep abreast of changes in financial regulations and legislation and implement accordingly. • Provide guidance/support to BU management in their domains in financial and other business matters. • Support the BU through financial transformations. 		
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Legend:

Key Accountabilities (What)	The main areas of responsibility within a job.
Duty Statements (How)	Sentences that provide additional information about the tasks associated with the Key Accountability. They should describe the tasks that will lead to the achievement of the Key Accountabilities.
Purpose (Why)	The output of (reason for) performing the identified tasks. These should form the basis of performance agreements.
Percentage of time / Weight	Importance of tasks relative to others and amount of time/portion of the job that is spent on a particular Key Accountability.

F. POSITION REQUIREMENTS			
Minimum Education Required (NQF Level)	Minimum Work Experience Required	Job Knowledge Required	Related Skills
<ul style="list-style-type: none"> • Postgraduate (Honours) degree in Finance (NQF Level 8) or degree in Finance (NQF Level 7) plus 1 year Postgraduate related/management qualification. 	<ul style="list-style-type: none"> • 5 Years relevant experience in financial accounting and financial management environment • Minimum 2 years' experience in a supervisory or managerial position. 	<ul style="list-style-type: none"> • Working experience with implementing and ensuring compliance with financial reporting standards such as GRAP and/or IFRS and South African Tax Legislation. • Working experience and knowledge of all financial processes, including Asset Management, Accounts Payable, Accounts Receivable, Banking and general ledger. • Manage project-based assignments to completion • Working experience on a Financial and ERP system 	<ul style="list-style-type: none"> • Sound financial management skills • A comprehensive understanding of internal controls • Excellent communication skills in the English language (both oral & written) • Extensive experience in operational and financial planning, budgeting, and forecasting/projections • Experience with analysing, reviewing, designing and implementing business processes, workflows and procedures • Highly numerate and excellent computer literacy skills • Strong project management, time management, and leadership skills in a pressurised environment • Strong analytical skills and producing high quality, accurate financial information

		<ul style="list-style-type: none"> Comprehensive knowledge of the Public Finance Management Act (PFMA) and related National Treasury Regulations, guidelines and Instruction notes. Highly computer literate with strong working knowledge of MS Office suite. 	<ul style="list-style-type: none"> The ability to identify discrepancies and inefficiencies and recommend corrective action Good interpersonal and engagement skills Ability to work independently, foster collaboration in a team, and meet multiple deadlines on cross functional initiatives Ability to review, implement and maintain efficient financial and business systems and processes Able to establish/maintain healthy working relationships with people in course of work. Able to travel when required to other NRF business units, e.g. for workshops. Valid driver's licence
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G. COMPETENCY REQUIREMENTS	Date Profiled:	Framework:
Extreme Importance (Essential)	High Importance (Desirable)	

Legend:

Extreme Importance *Much more important for this job – essential for meeting **nearly all** job objectives*

High Importance *More important for this job – essential for meeting nearly **most** job objectives*

H. NRF VALUES

The NRF is committed to creating a single and united organisation by embracing a set of shared values to create a common organisation culture

Value	Definition and Expected Behaviours
Passion for Excellence	We honour our obligation to society and the knowledge enterprise and deliver excellence and positive impact in all areas of our work.
World-Class Service	We provide exceptional service to society and our stakeholders.
Integrity and Ethics	We act with honesty and decency.
Respect	We embrace diversity and treat people with dignity and respect
People-Centred	We believe in our people and in creating a working environment that is conducive to good health, wellbeing and happiness
Accountability	We are consistent, fair and transparent in our actions and decisions and are responsible for the public resources we spend. We make commitments, stand for evaluation and accept that our actions have consequences.

I. OCCUPATIONAL CLASSIFICATION		
Final Job Grade:		
Occupational Level:		
Function (core/support):		
Job Description Written By:		Position:
Job Description Approved By:		Position:

Signature of Incumbent:

Date:

Signature of Manager:

Date: