



BCMDA is an established municipal entity, wholly owned by the Buffalo City Metropolitan Municipality. Applications are invited from suitably qualified and experienced applicants to fill the following position:

1. CHIEF FINANCIAL OFFICER

TASK GRADE: 20

Market-Related Salary

Ref. No: BCMDA-VAC-002-23

Requirements:

- NQF Level 8 in the field of Accounting and Completed Articles
- Chartered Accountant (SA) will be an added advantage
- Minimum of seven (7) years at senior and middle management level, of which at least 2 years must be at senior management level
- Professional Registration with the relevant bodies
- Proven experience in financial planning, analysis and reporting
- Sound knowledge of interpretation and application of the legal framework of accounting in the local government and public sector
- Auditing experience will be an added advantage
- Strong experience in leading, supervising, and motivating a team of professionals
- Sound Knowledge of Financial Management, Supply Chain Management and related legislation

Competencies Skills and Attributes

- Strategic leadership and management
- Strategic Financial Management
- Operational financial management
- Governance, ethics and values in financial management
- Financial and performance reporting
- Risk and change management
- Project management
- Legislation, policy and implementation
- Stakeholder relations
- Supply Chain Management
- Audit and assurance

Key Performance Areas:

- To provide a written basis for the Agency's operations that informs legislation, regulations and the Agency's Strategy document
- To develop Finance and Supply Chain policies on research, analysis, consultation and synthesis of information and implement the recommendations on procedures and mechanisms that are aimed at achieving the strategic goals of the Agency.
- To develop a policy framework that tabulates procedures, principles, values and standards that staff must comply with to ensure the realisation of the Agency's adopted policies and their implementation.
- To align the Agency Strategy to the legislative architecture and policy frameworks that are intrinsically linked to the following policy framework:
 - ❖ The Constitution, Act 108 of 1996;
 - ❖ Public Service Act (1994 as amended by Act 30 of 2007);
 - ❖ Public Finance Management Act (PFMA, 1999);
 - ❖ The Municipal Finance Management Act (MFMA, 2000);
 - ❖ Treasury Regulations;
 - ❖ Framework for Programme Performance Information.
- Provide strategic leadership, directions, advice and support to the Division and the Agency to:
 - Provide strategic direction and leadership to the office of the CFO and the Agency and ensure focus on strategic imperatives from a financial perspective.
 - Provide advice and contribute towards the financial aspects of the strategic planning process of the Agency.
 - Provide financial performance management and monitoring.
 - Support the Accounting Officer and the senior managers in the execution of their functions in terms of the MFMA and Treasury Regulations.
 - Compile financial and procurement delegations of authority and ensure that they are approved by the Accounting Officer and monitor the implementation thereof.
 - Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of services.
 - Plan, organise and control activities and resources pertaining to the functions of the department/division.
 - Ensure the provision of sound financial management services to:
 - Ensure the financial health and sustainability of the Agency and taking measures to prevent disclaimers on the audit reports
 - Establish and maintain a system to properly evaluate all major capital projects prior to a final decision on the project.
 - Ensure the implementation of an effective Financial Management system inclusive of policies, procedures, standards, systems, practices, mechanisms and anti-corruption measures
 - Ensure the provision of an effective accounting service within the Agency
 - Ensure the implementation of a procurement system which is fair, equitable, transparent, competitive and cost effective.
 - Provide advice and oversight in terms of financial implications relating to current and new contracts entered into by the Agency.
 - Oversee the effective compilation of the annual financial statements for inclusion in the Annual Report.

- Ensure that all financial reporting requirements as prescribed by the MFMA are met.
- Ensure the implementation of effective financial risk management strategies, plans and frameworks.
- Ensure that the Agency maintains a management, accounting and information system that accounts for its liabilities.
- Manage and implement the procurement, assets and provisioning system to:
 - Ensure the implementation of a procurement system that is fair, equitable, transparent, competitive and cost-effective.
- Provide advice and oversight in terms of current and new supply chain management contracts entered into by the Agency.
- Ensure that all supply chain management reporting requirements as prescribed by the MFMA and relevant regulations are met.
- Ensuring that the Agency maintains a management, accounting and information system that accounts for its assets.
- Ensure that the Agency's assets are valued in accordance with standards of Generally Recognised Accounting Practice (GRAP)
- Chairperson of the Agency's Bid Adjudication Committee (BAC).
- Oversee the Agency's financial planning and budgeting process to:
 - Provide inputs into the formulation of the medium-term objectives, policies, and strategies in support of the strategic and operational plans of the Division.
- Ensure that the Agency's strategic plan is consistent with the MTEF, MFMA, and Treasury Regulations.
- Ensure that measurable outputs are specified per programme in the Agency's budget.
- Ensure accurate forecasting, budgeting and allocation of financial resources.
- Oversee the establishment of procedures to facilitate effective performance monitoring, evaluation and corrective action
- Ensure sound budgetary control and that expenditure remain within the Agency's budget
- Ensuring effective revenue collection and expenditure management to:
 - Ensure that the Agency has and maintains an effective management accounting and information system.
- Ensure that the Agency has and maintains a system of internal control in respect of debtors and revenue as may be prescribed.
- Collect timely deposit of revenue that is due to the Agency and prevent unauthorised, irregular, fruitless and wasteful expenditure.
- Regularly monitor the Agency's expenditure.
- Ensure that maintenance of an effective system of expenditure control, including procedures for the approval, authorization, withdrawal and payment of funds.
- Management of Financial Risks and Compliance to:
 - Adopt a proactive role in the identification, assessment, mitigation and monitoring of financial risks which might impact adversely the Agency's strategic business objectives.
- Ensure that internal and external financial and strategic risks relating to the Agency are mitigated.
- Timely production of financial and Performance reports to:
 - Collect and correlate function-specific data and information.

- Analyse and interpret data thereof and translate such data into knowledge for planning, decision-making and management reporting.
- Stakeholder Management and Relations to:
- Develop relationships and work effectively with persons, stakeholders and organisations that cooperate and work within and outside the BCMDA.
- Participate in and promote harmonious and supportive relationships with others, both internally and externally

The post is based in East London and any enquiries regarding the content of above posts can be directed to Mrs Fezeka Goniwe on 043 – 492 2101

PLEASE NOTE:

Candidates who are suitably qualified as per the minimum requirements for the posts set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post (i.e. certified copies of certificates, diplomas, degrees, identity document, drivers' license and membership to various regulating bodies. Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post.

Fraudulent qualifications submitted, will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Buffalo City Metropolitan Development Agency reserves the right not to fill any or all of the positions advertised.

Applications can be hand delivered to BCMDA Corporate Services Division, No 12 Esplanade road, Quigney, East London, 5200. Alternatively emailed to recruitment@bcmda.org.za

CLOSING DATE: 17 March 2023

Should candidates not be contacted within thirty (30) days of the closing date, they may regard their applications as having been unsuccessful.