

## **JOB REPORT - CHIEF FINANCIAL OFFICER (LARGE DEPT)**

### **RESPONSIBILITY**

#### **Human Resources**

**The post holder DIRECTLY manages the following staff:**

-Clerical	1
-Senior Management	3

**The post holder has the following authority over these staff:**

- General supervision and/or appraisal
- Authorising work (quality control and final sign off)
- Technical advice and guidance
- Formal disciplinary authority
- Training/development
- Establishment control and planning
- Department management

**The post holder is not required to indirectly manage more than 1000 staff.**

**The post holder INDIRECTLY manages the following staff:**

-Clerical	21 -50
-Secretarial	1 –5
-Administrative	11- 20
-Management	11 -20

**In addition to the above, the post holder is required to oversee or manage the following staff:**

-Frequently:	21- 50 staff
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#### **Financial Resources**

**The post holder has responsibility for budgets.**

**The post holder has the following responsibility for expenditure or income:**

-Expenditure	Very Large
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**The post holder has the following authority for expenditure:**

- Control expenditure of others
- Authorise expenditure
- Recommend and/or monitor budget levels
- Grants permission to move funds between different budget heads
- Budget holder
- Sets budget levels

**Equipment**

**The post holder is responsible for the following equipment:**

- Service (Boiler room, switchboard etc}
- Office (PC, photocopier, OHP etc}
- Light vehicles (cars, vans, tractors etc}

**The nature of the involvement is:**

- Use or shared use
- Repair & maintenance (e.g. health and safety}
- Control of use by others
- Major influence on buying decisions

**The value of the equipment described above is:**

- Very Large – R (million +)

**Stores & Livestock**

**The post holder is responsible for the following stores/livestock:**

- Stationery

**The value of stores/livestock is:**

- R tens of thousands

**The post holder's responsibility covers:**

- Manages stores

## Land & Buildings

The post holder does not have any responsibility for premises.

## Autonomy

**Core responsibilities of the job from List 1 are:**

- General clerical/administrative
- Specialist clerical/administrative
- Staff supervision
- Staff management

**Core responsibilities of the job from List 2 are:**

- Policy analysis and development
- Project management
- Direction/strategy

**The structure of the job is best described as:**

- Complex work content requiring frequent interpretation, in the absence of an established framework

## Advisory Responsibility

**The post holder is required to provide the following advice:**

- |   |          |
|---|----------|
| -Procedural                                     | Expert   |
| -Technical/policy to colleagues                 | Expert   |
| -Technical/policy to staff at a higher level    | Expert   |
| -Technical/policy to outside the Public Service | Expert   |
| -Public Relations                               | Standard |
| -Department policy/strategy                     | Expert   |
| -Public Service policy/strategy                 | Expert   |

**The advice relates to a statutory function for which the Public Service is responsible.**

## Impact

**The post holder's work directly influences:**

- |               |           |
|---------------|-----------|
| -Own section  | Extensive |
| -Own division | Extensive |

-Own directorate	Extensive
-Own department	Extensive
-Other departments	Extensive
-Private sector organisations	Moderate
-Other Governments	Moderate
-Ministers	Extensive

**The type and extent of the post's impact is:**

-Over/under spend of own budget	Extensive
-Over/under spend of large budget	Extensive
-Financial well-being of the Public Service	Limited
-Legal	Moderate
-Provision of poor advice to senior managers/colleagues	Extensive
-Impact on services provided to the General Public	Extensive
-Impact on Public Service policy/line	Extensive
-Provision of poor advice to Minister	Extensive

**Work Errors**

**Significant risk of error in the post is due to:**

- Tight deadlines
- High work volumes
- Complexity
- Highly confidential or sensitive data
- Political pressure

**The majority of errors would be detected:**

- Within the department/province

**The consequence of error is:**

-Major impact, very hard to detect would be very costly and or time consuming to correct. Would have a long-term impact

**Errors are detected:**

- Within the quarter

## **THINKING DEMANDS**

### **Understanding Job Info**

**The job information received/issues considered usually concern:**

-Several unrelated subject areas

**The post holder must regularly absorb and understand the following information/issues:**

-Work instructions/guidance	Complex
-Procedural	Complex
-Technical/professional	Complex
-Department policy/strategy	Complex
-Public Service policy/strategy	Complex

**The information available to the post holder is:**

-Mostly incomplete

**The post holder is required to carry out the following analysis on information:**

-Gather relevant information	Frequently
-Analyse information and form conclusions	Frequently
-Present results of analysis	Frequently
-Identify areas for analysis and outputs required	Frequently
-Judges the significance of the analysis	Frequently

### **Problem Solving**

**Assistance or advice available to the post holder includes:**

-Referral to a more senior experienced employee	Usually
-Standing instructions or procedures	Usually
-Technical or professional standards/guidelines	Always
-Established precedents	Usually
-Narrow Policy guidelines	Usually
-Broad Policy	Always

**The following best describes the majority of conclusions made by the post holder:**

-Complex/unprecedented

**Problem solving that is subject to deadlines are:**

-Immediate	Frequent
-Daily	Frequent
-Weekly	Frequent
-Monthly	Frequent

**Planning**

**The post holder's planning impacts the following areas:**

- The post holder's own work only
- Own section
- Own division
- Own directorate
- Own department/provincial administration

**Planning is guided by the following existing plans/precedents:**

- Work processes
- Application of policy or procedures
- Resource allocation
- Project planning
- Statistical forecasting
- Major financial planning
- Provincial strategic planning

**Decision Making**

**The post holder is expected to take decisions or make recommendations in the following areas:**

- Planning/organising own work
- Planning and prioritising the work of others
- Amend existing practice (high level of autonomy)
- Resolving job problems referred by others
- Authorising actions by others
- Recommend/decide on change

- Controlling projects
- Recommending actions requiring major resource commitment by others
- Vetoing actions by others
- Recommending minor changes to policy
- Recommending major change to policy

## **Creativity**

**The level of innovation/creativity required is:**

- Adaptive/Significant On an individual basis
- Creative/Significant As part of a Team

## **KNOWLEDGE**

**Breadth of Knowledge**

**The range and depth of knowledge required is best described as:**

- Deep knowledge of a wide range of activities

## **Prior Experience**

**The post is NOT an entry-level post.**

**The method of promotion to the post is:**

- Post

**The post holder requires the following experience before entering the post:**

- Senior Management 6-10 years

## **Qualifications**

**The following minimum qualification is required for the post:**

- Honours Degree or LLB

## **Skills**

**The following specific skills are required for the job:**

- Numeracy Intermediate
- Literacy Intermediate
- Language skills Basic
- Project management Intermediate

-Financial management	Advanced
-Computer programming	Basic
-Economic or statistical analysis	Advanced
-Strategic planning	Intermediate

## **COMMUNICATION**

### **Range of Contacts**

**The post holder's main contacts, as a requirement of their job, are:**

-Co-workers	Daily
-Supervisor	Daily
-Management	Daily
-Senior Management	Daily
-Other Departments	Weekly
-Political office bearer (e.g. Ministers, Premier, MEC)	Monthly

**Additional contacts are:**

-Private Sector Organizations	Monthly
-International Organizations	Occasionally

### **Content of Communication**

**The post holder regularly has to communicate the following types of information:**

-General Information	Standard
-Procedural information	Complex
-Technical/professional	Complex
-Relationship management	Standard
-Department policy/strategy	Complex
-Public Service policy/strategy	Complex

### **Verbal Communication**

**The post holder requires the following communication skills:**

-Routine exchange of information requiring helpfulness and politeness	Daily
-Providing or obtaining information requiring simple explanation	Daily

-Providing or obtaining information requiring difficult explanation	Daily
-Providing or obtaining sensitive information requiring tact and diplomacy, e.g. through interviews	Occasionally
-Motivational skills	Weekly
-Influencing skills	Weekly
-Formal presentation skills/public speaking	Occasionally
-Negotiation skills	Occasionally

## **Written Communications**

**The post holder is required to produce the following written communications:**

-Routine notes/memos/letters	Daily
-Routine reports	Monthly
-Complex notes/memos	Weekly
-Complex letters/press releases	Weekly
-Complex reports/technical papers	Monthly

## **ENVIRONMENT**

### **Physical Environment**

**The majority of work is carried out in:**

-Office

**The post holder is not subject to any hostile or violent situations.**

**The post holder is not subject to any traumatic situations.**

### **Physical Demands**

**There are no significant physical demands on the post holder.**

**The post holder is subject to the following unsociable conditions or hours:**

-Additional hours	Daily
-Weekend working	Monthly
-Travel on business outside normal hours	Monthly
-Working away from base (overnight)	Monthly

## **Hazardous Conditions**

**The post holder is not exposed to any hazardous conditions.**