

## **Job Report - CHIEF FINANCIAL OFFICER (MEDIUM DEPT)**

### **RESPONSIBILITY**

#### **Human Resources**

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

|             |   |
|-------------|---|
| -Clerical   | 1 |
| -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       | 11 - 20 |
| -Administrative | 6 - 10  |
| -Management     | 1 - 5   |

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

|             |             |
|-------------|-------------|
| -Frequently | 6 -10 staff |
|-------------|-------------|

#### **Financial Resources**

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

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

|              |            |
|--------------|------------|
| -Expenditure | Very Large |
|--------------|------------|

**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            | Moderate  |
| -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  | Limited   |
| -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

**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

3-5 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

Intermediate

-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 Organisations | Monthly      |
| -International Organisations  | 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                                    | Weekly       |
| -Providing or obtaining sensitive information requiring tact and diplomacy,<br>e.g. through interviews | Occasionally |
| -Motivational skills   | Monthly      |

- 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 Occasionally
- Working away from base (overnight) Occasionally

### **Hazardous Conditions**

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