

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

### **RESPONSIBILITY**

#### **Human Resources**

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

-Management 2

**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 6 - 10

-Administrative 1 - 5

-Management 1 - 5

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

-Occasionally staff 0 - 5

#### **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:

-Large – R (hundreds of thousands)

## **Stores & Livestock**

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

-Stationery

The value of stores/livestock is:

-R 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 within an established framework

## **Advisory Responsibility**

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

-Procedural  
Standard

-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  
Limited

-Private sector organisations  
Limited

-Other Governments  
Limited

-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

-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:**

-Significant impact, difficult to detect and costly to correct

**Errors are detected:**

-Within the quarter

# THINKING DEMANDS

## Understanding Job Info

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

-Wide ranging but related subjects, within an established framework

**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  
Occasionally

-Judges the significance of the analysis  
Occasionally

## 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
- 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
- Recommending actions requiring minor 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  
an individual basis On
- Creative/Significant  
part of a Team As

## 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:

-Management years 6-10

## Qualifications

The following minimum qualification is required for the post:

-Degree

## Skills

The following specific skills are required for the job:

-Numeracy  
Intermediate

-Literacy  
Intermediate

-Language skills Basic

-Project management Basic

-Financial management  
Intermediate

-Economic or statistical analysis Basic

-Strategic planning Basic

## 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      Daily
- Providing or obtaining sensitive information requiring tact and diplomacy,  
e.g. through interviews  
Occasionally
- Motivational skills  
Weekly
- Influencing skills  
Weekly
- 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  
Occasionally

## 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  
Monthly

Weekend working  
Occasionally

-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.**