

## **DRAFT JOB DESCRIPTION**

### **A. JOB INFORMATION SUMMARY**

Name of jobholder :  
Job title : Chief Financial Officer (CFO)  
Core code :  
Post level and salary code :  
Occupational class code :  
Name of component :  
Location :  
Post reports to :  
Date of appointment/entry into post :

### **B. JOB PURPOSE**

To support the Head of Department (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. To manage the financial/procurement function of the Department and to ensure sound financial management in the Department.

### **C. MAIN OBJECTIVES**

**NOTE:**

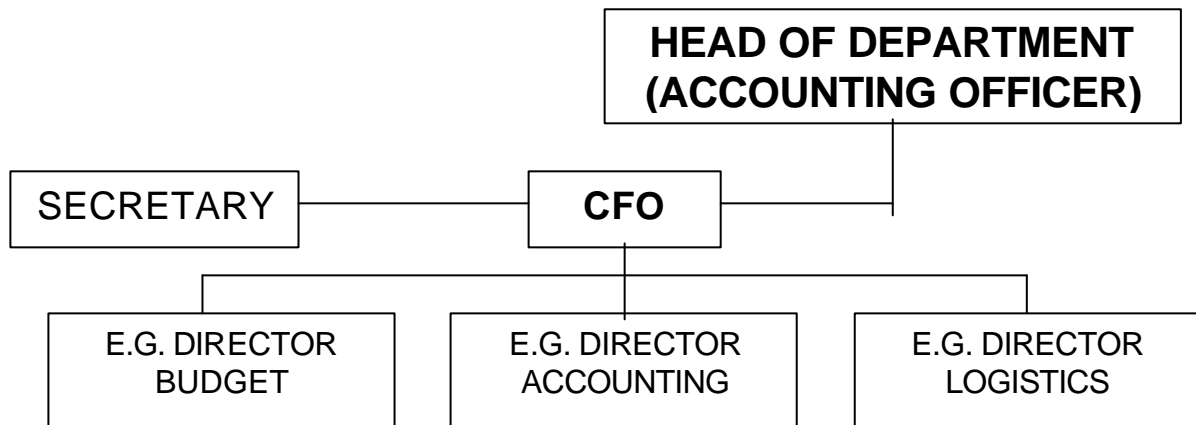
The factors that distinguish between the levels of CFO for large, medium and small departments are set out in Appendix A.

1. Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources.
2. Support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. (Additional information on activities, processes, procedures and requirements to comply with the determinations of the PFMA is set out in Appendix B.)
3. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department.
4. Facilitate the implementation of national norms and standards where applicable.

5. Advise the HOD pertaining to matters that have strategic and financial implications.
6. Liase with the relevant role-players in the financial environment regarding transverse financial matters.
7. Ensure effective and efficient financial management/administration by collaborating in the development of training programmes or by providing direct training in financial matters to officials of the Department.
8. Manage the financial and provisioning administration functions of the Department (see Appendix B).

## **D. EXAMPLE OF TYPICAL POSITION IN THE ORGANISATION AND TYPICAL ORGANISATIONAL STRUCTURE**

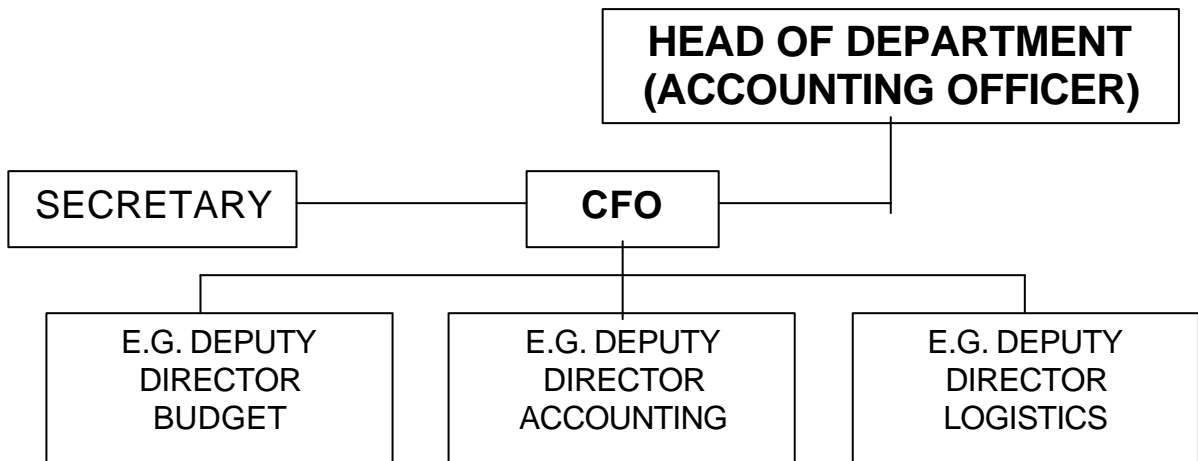
### **I. LARGE DEPARTMENT**



### **OTHER POSTS (INDIRECTLY MANAGED)**

Deputy Director	:	5
Assistant Director	:	8
Secretarial	:	3
Administrative	:	20
Clerical	:	30

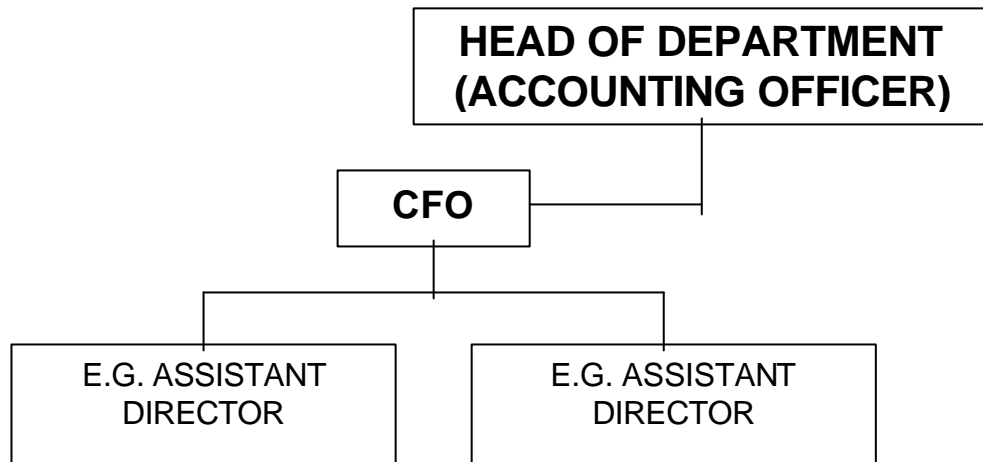
## II. MEDIUM DEPARTMENT



### OTHER POSTS (INDIRECTLY MANAGED)

Assistant Director	:	3
Administrative	:	5
Clerical	:	18

## III. SMALL DEPARTMENT



### OTHER POSTS (INDIRECTLY MANAGED)

Administrative	:	2
Clerical	:	8

### NOTE:

These organisational structures serve as examples only. Each department should design organisational structures that suit its specific needs and circumstances.

## E. INHERENT REQUIREMENTS OF THE JOB

### NOTE:

This is a comprehensive list of possible requirements of the job. The competencies required for any single job should, in line with international standards, be reduced to only the most important 9 to 11 competencies.

TYPICAL COMPETENCIES REQUIRED	EXAMPLES OF APPLICATION OF COMPETENCIES	LEVEL OF EXPERTISE
<b>SKILLS AND KNOWLEDGE</b>		
1. Technical Expertise	<p>Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement.</p> <p>Support management decision making through the development of strategic planning information.</p>	
2. Project Management	<p>Provide financial information for planning and decision making by studying past, present, and anticipated financial conditions; recommending courses of action.</p> <p>Contribute to effectiveness by identifying short-term and long-term issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.</p>	
3. Quick Thinking	<p>Provide immediate financial information for planning and decision making and recommend courses of action where tight deadlines apply.</p>	
4. Functional Ability	<p>Maintain financial database by identifying sources of information, assembling and verifying data. Implement mechanisms to ensure proper financial control/decision making.</p> <p>Prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information.</p>	

TYPICAL COMPETENCIES REQUIRED	EXAMPLES OF APPLICATION OF COMPETENCIES	LEVEL OF EXPERTISE
	<p>Complete audit and accounting by maintaining accounting controls; reconciling financial discrepancies; preparing financial reports; maintaining financial security; guiding staff; answering accounting procedure inquiries.</p> <p>Use of the computer and spreadsheet skills.</p>	
5. Diagnostic Action Research	<p>Develop understanding of financial situation by performing quantitative analyses.</p> <p>Answer accounting procedure questions by researching and interpreting accounting policies and regulations.</p>	
6. Strategic and Conceptual Orientation	Assess alternative scenarios by identifying outcomes and returns and recommend financial course of action in relation to organisation goals.	
7. Innovative Thinking	Support management decision making through the development of strategic planning information.	
8. Problem Solving	Analyse refinancing options by examining and recommending debt structures.	
9. Communication	Prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information. Effective communication, negotiation and influencing skills.	
10. Team Player	Contribute to team effort by accomplishing results as needed.	
11. Coaching and Developing People	<p>Adjust to new developments/ changing circumstances. Ensure that staff are trained in financial practices and procedures.</p> <p>Improve senior management financial knowledge.</p>	
12. Self driven	Suggest policy and operational improvement by keeping abreast of and anticipating legislative changes and accounting practice developments.	

TYPICAL COMPETENCIES REQUIRED	EXAMPLES OF APPLICATION OF COMPETENCIES	LEVEL OF EXPERTISE
	Maintain professional and technical knowledge by ensuring a working knowledge of GRAP/GAAP and IAS as well as PFMA and MTEF.	
13. Interpersonal Understanding	Maintain workflow by assigning work to staff (such as accountants) in consultation with accounting supervisor and meeting deadlines and filing dates. Management of diversity.	
14. Departmental Knowledge      Organisational Knowledge	Represent the Department on behalf of the HOD on financial issues.	
15. Public Service Knowledge	Maintain the Department's stability and reputation by complying with regulations and professional ethics. Knowledge and understanding of the Public Service statutory frameworks.	
16. Networking	Maintain a professional and technical knowledge of GRAP/GAAP and IAS as well as PFMA and MTEF by networking with other CFO's, the National Treasury and other related professionals.	
17. Change Management	Contribute to effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.	
18. Adaptability	Contribute to effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.	
<b>PERSONAL ATTRIBUTES</b>		
19. Self Driven	Independent, dynamic, self confident, outgoing and lively, self-starter with client focussed attitude.  Demonstrate good interpersonal, people management and leadership skills.	

<b>TYPICAL COMPETENCIES REQUIRED</b>	<b>EXAMPLES OF APPLICATION OF COMPETENCIES</b>	<b>LEVEL OF EXPERTISE</b>
20. Assertiveness	Assertive, independent and results orientated and able to work well under pressure.	
21. Influencing skills	The ability to interact with persons in very senior positions in such a manner that they will want to support developmental change processes.	

## **F. LEARNING INDICATORS**

1. Post degree qualification in financial or business management/ administration.
2. Extensive experience in and knowledge of, senior management of a commercial finance function.
3. Proven management skills.
4. Track record in preparation and management of strategic plans, business plans and budgeting.
5. Ability to implement internal systems and controls to ensure sound financial management.

## **G. CAREER PATHING**

Compliance with requirements of higher post.

## **H. AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the postholder.

## **I. PERFORMANCE AGREEMENT**

The Performance Agreement of the incumbent, which contains a workplan and specific targets, should be read as an extension of this job description.

## **J. JOB DESCRIPTION AGREEMENT**

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**SIGNATURE OF POSTHOLDER**

**DATE:**

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**SIGNATURE OF SUPERVISOR/MANAGER**

**DATE:**