

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title

Deputy Director: Management
Accounting

Core code

Post level and salary code

11

Occupational class code

Name of component

Location

Posts reports to

Director

Date of appointment

B. JOB PURPOSE

To manage the sub-directorate, develop, review and implement financial management systems and procedures on planning, budgeting and reporting.

C. KEY PERFORMANCE AREAS

1. **Manage the financial planning, budgeting and reporting sub directorate**
 - (a) Monitor the policy and legislative framework to ensure that cognizance is taken of new developments.
 - (b) Develop and maintain policies and processes.
 - (c) Monitor cash flow and submit cash flow reports and plans as required.
 - (d) Monitor compliance with financial prescripts.
2. **Provide advice and guidance to role players on the use of forecasting methods and tools.**
3. **Undertake financial planning, budgeting and reporting work as requires**
 - (a) **Planning** – Ensure that information for planning purposes are collected and analysed properly.
 - (b) **Budgeting** – Manage, review, analyse and quality assure the budget preparation process.
 - (c) **Reporting** – Coordinate, review, analyse and quality assure the management accounting reporting processes.

4. Manage the roll-over, adjustment estimates (ENE), and virement process.

- (a) Ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers.
- (b) Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration.
- (c) Ensure that the approved roll-overs are incorporated in the adjustments budgets.
- (d) Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends.
- (e) Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds.

5. Manage the sub-directorate financial planning, budgeting and reporting.

- (a) Maintenance of discipline.
- (b) Management of performance and development.
- (c) Undertake Human Resource and other related administrative functions.
- (d) Establish implement and maintain efficient and effective communication arrangements.
- (e) Develop and manage the operational plan of the sub-directorate and report on progress as required.
- (f) Develop implement and maintain processes to ensure proper control of work.
- (g) Compile and submit all required administrative reports.
- (h) Serve on transverse task teams as required.
- (i) Procurement and asset management.
- (j) Planning and allocate work.
- (k) Quality control of work delivered by employees.
- (l) Functional technical advice and guidance.

D. INHERENT REQUIREMENTS

Consult the Competency Framework for Financial Management.

E APPOINTMENT REQUIREMENTS

The following requirements may be considered for appointment:

A relevant tertiary qualification in Financial Management at NQF level 7.

3 years relevant experience in management accounting at supervisory/management level (ASD).

F CAREER PATHING

Compliance with the requirements of higher posts.

G AMENDMENTS TO JOB DESCRIPTION

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

H PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

I JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

DRAFT