



Gauteng Provincial Legislature is a public sector institution established in terms of Section 108 of the Constitution of the Republic of South Africa of 1996. The institution consists of the Executive Authority through the leadership of the Speaker, and the Administration through the leadership of the Secretary to the Legislature who serves as the Accounting Officer. It is the constitutional mandate of Gauteng Provincial Legislature to hold the Executive accountable for the commitments made to the people and to make laws that are responsive to the needs of the people. Gauteng Provincial Legislature gives effect to the two primary mandates through other two enabling mandates which is public participation and cooperative governance.

The work of the Gauteng Provincial Legislature is guided by the following values: Social Equity; Outcome- orientated; Ubuntu; Transparency; Accountability; Integrity.

To execute its mandate Gauteng Provincial Legislature invites suitably qualified applicants to apply for the undermentioned vacancies:

Director: Finance
FIVE YEAR PERFORMANCE BASED CONTRACT 1 (ONE)
Level – P05

REPORTS TO: CHIEF FINANCE OFFICER

PURPOSE:

To direct and oversee finances of the GPL in line with the Finance Management Parliament and Provincial Legislatures Act (FMPPLA) and other applicable legislation in an effective, efficient, economic and transparent manner

RESPONSIBILITIES:

Strategic Planning

- Development of the Finance Directorate Strategic Plan, Annual Performance Plan, Operational Plan and associated budget in line with the strategic vision and priorities of the Legislature

Financial Management

- Ensure effective and professional financial management support services to all Programmes, Committees, Parties, Members of the Legislature and Political Stakeholders
- Direct and ensure effective and efficient financial management practices and economic, effective, efficient and transparent utilisation of financial resources
- Direct and ensure effective Budget Management Frameworks, practices and systems for the GPL

- Direct and ensure effective Expenditure Management Frameworks, practices and systems for the GPL
- Direct and ensure effective Bank and Cash Management Frameworks, practices and systems for the GPL
- Direct and ensure effective Accounting Management Frameworks, practices and systems for the GPL in line with applicable legislation
- Direct the day to day activities of the Finance function whilst ensuring compliance to all applicable acts and regulations
- Co-ordinate and direct the annual budgeting process, preparation of the annual consolidated budget and submission of budget to relevant authorities within stipulated timeframes.
- Ensure financial systems of internal control and maintenance of accurate and real time accounting records
- Ensure the preparation of Annual Financial Statements in line with GRAP and applicable legislation for submission to oversight structures and the Office of the Auditor-General
- Ensure preparation of accurate & timeous financial accounting reports for internal and external stakeholders on a monthly, quarterly and annual basis.
- Monitor the payroll system to ensure payroll integrity and efficiency – Ensure accurate payroll payments to Political Office Bearers and Administration staff
- Development of the Finance policy and procedure manual aligned to FMPLA - Implementation of financial management policies and procedures;
- Ensure effective internal controls and processes for safeguarding of assets and effective and efficient management of all accounts payable and receivable
- Review and regularly update cost cutting and efficiency measures for optimal utilisation of financial resources and enhance revenue generation strategies and sources
- Ensure implementation of the Audit Strategy and monitoring of all systems and processes to avert audit findings

Project Management

- Oversee implementation of relevant Finance projects and programmes

Monitoring and Evaluation

- Direct and ensure effective Monitoring and Evaluation in the Directorate
- Ensure implementation of the Strategic and Operational plan for the Directorate
- Oversee implementation of Board Resolutions
- Effective tracking and implementation of relevant Strategic and Operational plans

Reporting

- Direct and ensure effective reporting frameworks within the Directorate
- Ensure that stakeholders are provided with accurate, comprehensive, timeous and appropriate financial and associated reports to enable decision-making
- Ensure timely and quality reports in line with reporting requirements and reporting register for the CFO Programme

Risk Management

- Direct and oversee the Risk Management Plan of the Directorate

Resource Management

- Direct and oversee Resource Management in the Directorate
- Ensure effective Policy Management in the Directorate aligned to vision and priorities

Contract Management

- Direct and oversee Contract Management in the Directorate

Internal and External Stakeholder Management

- Direct, facilitate and support co-operative relationships with external stakeholders
- Direct effective Stakeholder Management within the Directorate
- Ensure effective communication frameworks within the Directorate
- Ensure that effective and efficient service delivery that meets and exceeds expectations is offered to all stakeholders within GPL

Human Capital Management

- Oversee, monitor and contribute to effective Human Resource Management practices within Directorate
- Manage the performance of all direct reports to contribute to a high performing Institution and ensure that all staff contributes to a high performing Institution

Competencies:

- Problem Solving and Analysis
- Human Capital Management
- Policy Management
- Change Management
- Strategic Management
- Project Management
- Financial Management
- Conflict Management
- Report Writing
- Monitoring and Evaluation
- Risk Management
- Performance Management
- Contract Management

Knowledge and Skills:

- Finance Management of Parliament and Legislatures Act
- Strategic planning and Budget Development
- Institutional policies and applications
- Financial Management
- Risk Management Framework
- Supply Chain Management
- Asset Management
- Strategic plans of the Legislature
- South African Constitution
- General Management
- People Management
- Understanding of change management principles
- Understanding of human resource policies and related legislation
- Benchmarking principles and application of lessons
- Knowledge of stakeholder explicit & implicit requirements and needs
- Broad knowledge of subject field
- Procurement and asset management principles
- Generally accepted accounting standards

Qualifications and Experience:

- Post Graduate Degree in Commerce (BCom Hons) or Bachelor of Accounting Sciences B (Compt Hons); or equivalent Development program or equivalent Leadership Development program or equivalent qualification at National Qualification Framework (NQF) level 8
- Additional qualifications in line with job requirements will be an added advantage
- Minimum of 12 years' strategic, tactical and operational experience of which 7 years to be in the field of senior management
- 5 Years' experience in the Public sector / Parliament / Legislative environment
- Preferable knowledge and experience in transformation, change management and strategy implementation
- Professional Membership with Accounting bodies (SAICA, SAIPA, etc) will be an added advantage

Application and Enquiries

Confidential applications containing a cover letter, copy of updated CV and certified copies of qualifications must be emailed to adverts@tafadzwa.co.za before or on the closing date.

GPL is an equal opportunity employer and people from designated groups (i.e., Africans, Women and people living with Disabilities) are encouraged to apply. GPL employs people with the highest level of integrity – submission to the appropriate pre-employment assessment is obligatory to be considered for this position.

Candidates who previously applied may submit their applications again.

Please note, no late applications will be considered.

Tafadzwa Consulting has been given exclusivity on this assignment.

Enquiries only: Ms. Lebohang Mogale - admin@tafadzwa.co.za

Closing date and Time: 10th January 2022 at 12h00 PM