



Conservation, Partnerships & Ecotourism

INTERNAL & EXTERNAL ADVERT

SENIOR MANAGER: FINANCIAL MANAGEMENT (E1)

5 YEARS FIXED - TERM CONTRACT (PERFORMANCE-BASED EXTENSION)

FINANCIAL SERVICES DIVISION: HEAD OFFICE PIETERMARITZBURG

POST NUMBER: 610102

TOTAL REMUNERATION PACKAGE: R 1 162 200.00p/a

The KwaZulu-Natal Nature Conservation Board, trading as Ezemvelo KZN Wildlife, is a PFMA Schedule 3C public entity established in terms of the KwaZulu-Natal Nature Conservation Management Act (Act No. 9 of 1997).

THE ENTITY

The entity is responsible for the management of nature conservation within the Province of KwaZulu-Natal including protected areas as well as the development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint a suitable candidate for the position of Senior Manager: Financial Management.

PURPOSE OF THE JOB:

This key role reports to the Chief Financial Officer (CFO) and would be responsible for the full financial function, that is to discharge the effective financial management of the institution thereby implementing and monitoring financial controls including the exercise of sound budgeting and budgetary control practices in accordance with regulations in order to prepare annual financial statements by accounting practices applicable to Ezemvelo and in compliance with all applicable legislation. The other function of the position includes working closely with the executive team in developing and implementing effective strategies for the entity and managing people. The ideal candidate is someone with previous experience in the public sector, technically strong in financial accounting, as well possesses a high level of business acumen.

QUALIFICATION

- Qualified CA.

EXPERIENCE

- Five (5) Years Financial Management/ Audit experience in a GRAP environment
- Three (3) Years Financial Management senior level
- Two years' experience in the public sector
- Two (2) years of SAP / ERP or any other Financial System experience

KEY PERFORMANCE AREAS:

MANAGEMENT OF ALL FINANCIAL TRANSACTIONS

- Ensure compilation of accurate and complete monthly management packs in respect of financial transactions inclusive of trial balance and working paper files
- Ensure compliance to financial policies and procedures as implemented by the entity in relation to financial transactions
- Ensure compliance to key service delivery metrics in respect of financial transactions related to
 - Revenue, Banking and Accounts receivable
 - Payments and Accounts Payable
 - Assets & Inventory
 - Payroll
 - Ensure relevant policies and manuals are updated regularly and drive the innovation of processes and workflows in the entity.

MANAGEMENT OF ALL FINANCIAL REPORTING AND INFORMATION

- Ensure budget submissions are completed and submitted to Treasury within prescribed deadlines
- Ensure accurate and complete monthly management accounts are formulated and presented that assist in the decision-making process
- Ensure the compilation of valid, accurate, and complete annual and interim financial statements, submitted for audit per legislated timelines, with no material findings
- Ensure the compilation of valid, accurate, and complete monthly, quarterly, annual, and ad-hoc reports for donor-funded projects in line with MOA's
- Ensure the compilation of valid, accurate, and complete monthly, quarterly, annual, and ad-hoc financial reports as needed.
- Ensure that the internal budget process is managed effectively including budget adjustments.

INTERNAL CONTROL AND RISK MANAGEMENT

- Ensure that the internal control environment is maintained and that risks within the directorate are documented and mitigated
- Ensure that action plans are implemented to resolve root causes that may result in audit findings
- Engage with the Risk Management unit to ensure that the risk register is constantly updated, and mitigation measures are implemented as per the risk register.

STAKEHOLDER MANAGEMENT

- Public officer for all SARS-related matters
- Manage the banking systems and ensure all necessary controls are implemented and effective.
- Presentations to the board, executives, and other oversight bodies
- Liaise with relevant officials within provincial and national government.
- Manage a staff complement within the Financial Services unit including Payroll Management Unit

COMPETENCIES REQUIRED:

- Knowledge and understanding of financial regulation, PFMA, and Treasury Regulations
- Knowledge and understanding of GRAP.
- Excellent communication skills and ability to liaise at various levels.
- Ability to thrive in a fast-paced environment managing multiple projects and tight deadlines.
- Ability to function independently.
- Ability to drive and implement change.
- Pro-active, deadline-driven, and pays attention to detail.
- Computer literacy plus advanced proficiency in MS Office, SAP, and any other Financial System including MS Teams
- Strong leadership /supervisory skills
- Report writing skills.
- Investment and Financial skills
- Working capital management
- Presentation skills
- A valid code 08 driver's licence and own transport is recommended

DIRECTIONS TO APPLYING CANDIDATES:

The following **mandatory documents** must be submitted.

- a) Fully completed EZEMVELO Application Form for Employment (available from <http://www.kznwildlife.com/careers>)
- b) Applications with no EZEMVELO Application Form and incomplete forms **will not** be considered.
- b) Only shortlisted candidates will be required to submit certified application supporting documents, including qualifications certificates, Driver's License, Identity Document (ID) etc.

The appointment to the post is subject to a positive outcome obtained from all verifications in relation to the position advertised.

Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Ezemvelo application form directly to the following email address recruitments@kznwildlife.com.

Applicants may also visit any KZN Department's and Public Entity's Designated Online Application Centres (DOACs) where staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application.

You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs.

Please note that applicants should only use one of the following methods when applying for a post:

- either through the online e-Recruitment system,
- emailing Ezemvelo application form directly to recruitments@kznwildlife.com
- submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

For any queries relating to this job-application please contact Recruitment Office on **033 845 1761** during office hours.

NB: Remuneration negotiable within the range provided, depending on current remuneration package.

Closing Date: 25 November 2024

Applications received after the closing date will **not** be considered. Applicants not contacted within 30 days of the advertisement closing date should consider their applications unsuccessful.

Selection will be made in terms of the Organization's Employment Equity Plan and Preference will be given to members of designated groups. Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.