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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **MANAGER: FINANCE**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
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DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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MANAGER: FINANCE

DEPARTMENT:	Group Corporate & Shared Services
BRANCH:	Group Human Capital Management (Management Support)
DESIGNATION:	Manager: Finance
REMUNERATION:	R 42 403,58 pm (basic salary, excluding benefits)
LOCATION:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Degree/BTech, BCom in Accounting/Financial Accounting/Finance/Degree in Supply Chain Management or relevant qualification at NQF level 7;
- Certificate in Supply Chain Management an added advantage;
- Certificate in Municipal Finance Management or any other certification in compliance to minimum financial standards set by National Treasury for finance officials an added advantage;
- 5 - 7 years' experience in Financial Accounting and/or Finance. This experience should include the following areas:
 - 2 years' finance support within a large enterprise;
 - 2 years' experience in Budget processes;
 - Managing finance;
 - SAP Finance;
 - Financial experience in a municipal environment would be an advantage
- In-depth and strong knowledge and competencies in financial accounting and/or financial management including supply chain management.

Primary Function:


Lead and manage the key performance and result indicator associated with Finance within Group Human Capital Management (GHCM) through the implementation of laid down policies and procedures. Oversee financial reporting requirements. Providing input into the long-term objectives of the Directorate. Set financial planning sequences, manage, and execute accounting/supply chain procedures and processes.

Key Performance Areas:

- Manage and lead the Management Strategic Support (MSS) Finance Section in terms of compliance and service provided;
- Manage GHCM compliance with the City's Supply Chain Management policies and procedures;
- Represent GHCM in various finance forums and structures where financial management issues are discussed;
- Develop an operation plan for the finance function.
- Manage staff and constraints in the finance function;
- Manage GHCM compliance with the City's Asset Management policies and procedures.
- Governance and risk management for the finance function with GHCM;



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Leading Competencies:

- Excellent computer skills in Microsoft Excel, Microsoft Word, SAP and any other Accounting package;
- Excellent verbal and written communication skills at all levels including report writing;
- Excellent planning, organising and time management skills;
- Excellent people skills.

Core Competencies:

- Attention to detail;
- Ability to maintain strict confidentiality and withhold confidentiality information;
- Ability to use sound judgement and make decisions pertaining to day-to-day responsibilities;
- Ability to work independently and where necessary take key decisions in complex situations with the associated responsibility and accountability;
- Ability to multitask and deliver according to deadlines;
- Excellent ability to effectively manage staff and other resources;
- Building and maintaining effective working relationships;
- Ability to work under pressure.

Internal candidates that applied previously in Circulars 049/2022 and 057/2022 are encouraged to re-apply

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”


Please take note that only online applications will be considered. Please apply by using the following link below:


https://share-eu1.hsforms.com/14wyAl0HbThixEvG_Qtfjgrew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za



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ENQUIRIES ONLY:

Contact Person: Regina Hartley

Tel No: 011 407 7191

CLOSING DATE: WEDNESDAY, 21 DECEMBER 2022

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.

In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.