JOB OPPORTUNITY

VACANCY ALERT




WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## PERMANENT POSITION:
## Director: 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.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

### DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- 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 acknowledgment 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

**VACANCY CIRCULAR**
**013/2025**
**City of Johannesburg**

**Publication Date:**
**Tuesday, 11 February 2025**

**Closing Date:**
**Monday, 17 February 2025**

**This Vacancy is open to Employees of the City of Johannesburg and External Candidates**

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# DIRECTOR: FINANCE

**Department:** Legislature
**Branch:** **Finance**
**Designation:** **Director: Finance**
**Remuneration:** R74 481,81 pm (basic salary, excluding benefits)
**Location:** Metro Centre,158 Civic Boulevard, Braamfontein

**Minimum Requirements:**

- Grade 12/NQF level 4;
- BCom Degree in Accounting / Financial Management or Any Accounting and finance related qualification at NQF 7;
- 10 years' financial management experience of which 5 years should be at middle management;
- 5 years municipal financial management experience, Management of local government operational and capital expenditure processes, Financial Analysis and Reporting, Asset Management;
- Key competencies:
  - Strategic leadership and management
  - Strategic financial management
  - Operational financial management
  - Governance, ethics and values in financial management
  - Financial reporting
  - Legislation, policy and implementation
  - Stakeholder relations
  - Supply chain management
  - Audit and risk management experience.

**Primary Function**:

**The main purpose of this job is to direct and lead the Finance department of the Legislature by ensuring that the finances in the office are properly managed, used and accounted for. This role also plays an oversight role to ensure that there is proper governance and compliance with the regulatory and/or legislative prescripts within the Legislature.**

**The main purpose of this role can be summarised as follows, to strategically:**

- **Ensure that there is sound financial management in the Legislature by maintaining financial control and ensuring that finances are properly administered, accounted for and monitored;**
- **Play an active role in the development and roll out of the strategic initiatives to improve financial management and to implement sound internal controls in the Legislature;**
- **Play a leading role in change management initiatives and new process aimed at improving financial management in the Legislature;**
- **Act as pillar of support to other departments within the Legislature;**

- **Promote good governance by enforcing compliance with all the relevant financial regulations and/or legislative prescripts;**
- **Ensure that the Legislature meets all the financial reporting responsibilities within deadlines;**
- **Benchmark specific best practices regularly to facilitate innovation and improvement in order to achieve excellent results;**
- **Ensure that the Finance department for Legislature is recognised as a Centre of Excellence by employees, senior management, stakeholders and fellow employees through providing sound financial solutions within reasonable turnaround time.**

**Key Performance Areas:**

- Lead the preparation of the budget and allocate financial resources to carry out planned programmes;
- Guide and provide reports on the status of financial management in the Legislature;
- Lead compliance with GRAP (General Recognised Accounting Principles), Standards and Group Finance requirements for the Legislature;
- Lead and direct the execution of the acquisition plan for the Legislature to ensure that its done in compliance with supply chain management policies (SCMP), procedures and practices notes;
- Lead the management of assets through planning, acquisitions and reporting;
- Lead the management of financial risks to ensure that they are well managed and minimised, while ensuring good governance in the Legislature;
- Ensure that all stakeholders that have queries in the financial affairs of the Legislature are assisted by the Finance Directorate timeously, diligently and satisfactory in order to harness good relations with the Legislature;
- Lead and direct staff within the Directorate so that they are able to achieve the objectives and defining/adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.

**Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.

**Core Competencies:**

- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

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***"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/1-jk2ZNxGTx-G9tOQl0LuhAew554

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

**ENQUIRIES ONLY:**
**Contact Person**: Tebogo Mogodiri / Karabo Matuludi
**Tel No**: 011 407 6002/7207

**CLOSING DATE: MONDAY, 17 FEBRUARY 2025**

**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,
- Employment record verification,
- Criminal check, and
- Identity validation.