**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | FINANCIAL MANAGEMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | DIERCTOR: EDUCATION DISTRICT OFFICE |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C.JOB PURPOSE** |

**To coordinate the provisioning of sound financial administration services in compliance with the provisions of the Public Finance Management Act,1999 and related norms and standards.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **PROVIDE GUIDANCE ON THE IMPLEMENTATION OF RELATED LEGISLATIVE FRAMEWORKS**   * Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services * Develop and monitor the implementation of the related plans and programmes |  |
| 2. | **Render expenditure management services.**   * Provide, coordinate and oversee source document verification and payment processes on BAS and PERSAL. * Administer compensation of employee financial processes including systems interface and payroll verification processes. * Monitor and evaluate the performance of district wide expenditure control and governance processes and facilitate corrective action. * Analyse expenditure trends and provide technical advisory services. * Provide expenditure administration services for the District Office and Section 20 Public Schools. |  |
| 3. | **Render financial accounting, bookkeeping and reporting services.**   * Provide clearance of suspense accounts administration services. * Provide revenue administration planning, collection, reconciliation and safeguarding services. * Administer banking and relevant reconciliation processes. * Maintain in line with system standards the departmental financial management information and cost centre management systems. * Provide financial systems control services.   Provide departmental debt management services |  |
| 4. | **Provide district budget planning and management services.**   * Coordinate departmental district budgetary processes. * Compile district budget inputs. * Monitor district and cost centre budget performance and report thereon. |  |
| 5. | **Provide financial compliance, internal control and pre-audit services.**   * Implement departmental internal control policy frameworks and instruments * Implement financial oversight mechanisms for Section 21 Schools and Independent Schools. * Render pre-audit services for expenditure transactions. * Provide financial loss and fraud prevention services. |  |
| 6. | **Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives**   * Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness * Resolve problems of motivation and control with minimum guidance from manager * Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities * Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates * Manage daily employee performance and ensure timely Performance Assessments of all subordinates * Ensure management , maintenance and safekeeping of assets |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Committee(Exco)  Provincial Departments  All Senior Management and official in the Department  National Departments and officials  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Yes |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the allocation

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** |  |
| **SKILLS** | * Strategic Capability & Leadership * Programme and Project Management * Budgeting and Financial Management * Change Management * Knowledge Management * Service Delivery Innovation * Problem Solving and analysis * People Management and Empowerment |
| **MINIMUM EDUCATION AND TRAINING** | * NQF 7 as recognised by SAQA |
| **Minimum Experience** | * 3 years’ Experience at Supervisory Level (Assistant Director) |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** | Director |

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| **L. AMENDMENTS TO THE 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.***

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

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

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |