

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

MANAGER: JPC FINANCIAL MANAGEMENT

Department: Office of the Chief Executive Officer
Designation: Manager: JPC Financial Management
Reporting to: Senior Manager: Finance Management
Reference Number: **MFM-02/2025**
Remuneration: **R 84 604.00(Basic salary excluding benefits per Month)**
Local: Braam Park, 33 Hoofd Street, Braamfontein

Minimum requirements:

- Matric Certificate plus a Bachelor's Degree in Finance, Accounting, Economics, or equivalent qualification as recognised by SAQA at (NQF Level 7).
- At least 3-5 years' experience in Financial Management preferably in a local government environment.
- Professional certification in SAIPA, SAICA, or other relevant professional certification is a must.
- Knowledge of generally accepted accounting principles (GAAP), financial reporting standards, financial statement preparations, financial analysis
- National Treasury Municipal Finance Management Programme an added advantage.
- Valid Driver's license

Primary function:

To oversee and control the strategic management of the Finance Department and to attain the required or set goals of the finance division. Line management of all staff within the department, with the exception of procurement, Senior Manager and General Manager: Finance.

Key Performance Areas:

- Establish and manage credible budgets within legislative, political and administrative mandates
- Establish appropriate accounting systems for the organisation
- Create a framework where budget decisions consistently align with both short term business objectives.
- Determine and articulate the vision, sets the direction for the municipality and / or unit and inspires others to deliver on the municipality mandate.

Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collophen | Mxolisi Zondo |
Ntombikayise Tini | Sivuyisiwe Gwebani | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Acting Chief Executive Officer)
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07

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- Ability to produce costing based on best-practice, political imperatives and standardise processes.
- Ability to Identify overall objectives of financial reporting, specific information needs of stakeholders & the general information needs of others.
- Ability to support an effective, economic and efficient finance function through financial processes.
- Ensure that staff comply with agreed upon policies, procedures and code of ethics with the objective of ensuring superior service delivery standards.
- Displays an awareness of budgetary constraints and operates prudently within financial limits.

Budget Management

- Monitor the performance against budget.
- Prepare the budget aligned to the IDP and Treasury regulations.
- Collate and analyse information for budget purposes.
- Report to Senior Manager & advise on budgets, maintain realistic overview.
- Ensure 100% clean audit.
- Check General Ledger (GL) income and expenditure per line code to ensure funds have been correctly allocated.
- Revise budget and prepare adjustment budget.

Financial Reporting

- Compile & verify financial statements on a monthly & annual basis for JPC & COJ (Portfolio), provided to National Treasury, the Board/Exco (JPC).
- Approving manual invoices/credit notes/purchase orders/payments to creditors and bank transfers & allocation of income & expenditure items to correct GL codes.
- Compiling and reviewing VAT and Capex reports & returns to SARS.
- Ensure month end payable invoices are correctly prepared & processed and statements and billing runs are correct & produced.
- Reviewing/compiling monthly and rolling cash flow for financial year.
- Check variance report on SAP payroll and verify discrepancies.
- Ensure Capex funding report submitted to COJ.

Accounting

- Distinguishes between capital and operational expenditure.
- Applies the principles of GRAP.
- Drafts public sector financial statements.

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- Prepares, analyses and interprets financial reports and statements.
- Operates a cash management and credit control system.
- Advises on working capital policy and the management of debtors and creditors.

Strategic Alignment

- Assisting with a business plan for JPC, aligned to strategy, budget & ensure that performance management score cards are aligned & reviewed on a quarterly basis.
- Assist in setting the organization's targets but also creates a platform for planning and governing plans to tackle challenges along the way.
- Involves laying out steps to drive the organization towards its objectives.

Financial Process Management

- Assists in formulating and implementing finance strategies.
- Assists in developing and implementing financial policies and systems.
- Manages the control of assets according to policies and procedures.
- Prepares, contributes and implements multi-year revenue and expenditure forecasts.

People Management

- Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching management team on how to conduct the process effectively.
- Determine and analyse training and development needs for finance team
- Ensure that identified training is budgeted for and executed.
- Address poor performance of any team member through the formal Performance Improvement process.

Financial Management

- Submit monthly budget status
- Ensure effective corporate governance within the MFMA/ PFMA as a basis
- Develop and adhere to correct financial Service Level matrixes

Leading Competencies:

- Computer literacy (Microsoft Word and Excel).

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- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures), and in the presentation of results for the identification of best practices and to inform decision-making.
- Proficiency in using databases and statistical software is required as well as strong skills in Excel, Word, PowerPoint, and mobile technologies to report data.
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders.
- Coordination and Time Management Skills.
- People Management Skills

Core Competencies

- Knowledge of the local, provincial, and national political and legislative frameworks related to town planning and/or urban/spatial planning.
- Sound knowledge of the relevant legislation that governs employment practices.
- In-depth understanding of Government strategic thinking and policies and how they can practically be applied.
- Considerable knowledge of modern policies and practices of public personnel administration.
- Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, and training.
- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City personnel activities, conditions of employment, and employee benefits.
- Knowledge of and analysis of the impact of labour market conditions and socio-economic issues.
- Understand and interpret policies and procedures and explain them to others

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the 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”.

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

<https://share-eu1.hsforms.com/1Yi91sbBDSe6fVwA6s3lt5Aew554>

APPLY ONLINE: www.jhbproperty.co.za

ENQUIRIES ONLY:

Contact Person: Makhosazane Sikonela

Tel No: (010) 219-9067

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at 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.

**Publication Date:
14 February 2025**

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

**Closing Date:
27 February 2025**

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