



VACANCY

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Executive Finance (5 Years Fixed Term)

Salary- Negotiable TCTC

The Finance Executive is one of the senior executives and is responsible for managing the Council's financial matters. A Finance Executive works closely with the other senior executives and therefore represents one of the highest levels of decision-makers within the Council.

A person in this position is usually backed by a wealth of experience and strong industry expertise. This role becomes even more important during economic downturns like we have recently seen with the advent of the Covid-19 pandemic, as FEs must possess the capability and knowledge to bring the company out of the financial tension and ensure it outlives challenges.

The duties and responsibilities of a FE largely include cash flow monitoring, financial planning, analysis of the company's financial position, and recommendation of corrective measures. Essentially, the role of a FE is close to that of the treasurer who manages the finance & accounting division and ensures that the Council's financial reporting is accurate and carried through within the stipulated timelines.

The FE as one of the key people, provides both programmatic and operational support to the Council.

The role of a FE is very critical to the success of the Council because a FE is required to understand the Council's overall financial position, deal with the identified shortcomings, prepare the financial reports, and communicate it to the stakeholders. Hence, a FE is required to possess a range of skills, which include both technical and people skills.

- **Leadership:** The FE is a senior-level executive who invariably is required to lead a team of several members. Therefore, leadership is an essential skill for a FE who often needs to advise the team and bring the best out of them whenever required. The FE is tasked with managing the Council finances which includes supervising the process of budgeting, collecting inputs from the company's executives, controlling company expenses and ensuring spending according to plans, etc.

- **Understanding:** Deep understanding of the Council's operations is a must for a FE to ensure suitable financial decisions at each functional level.
- **Strategic Planning:** The FE provides direction to the Council's financial strategic planning and supports tactical initiatives. A FE needs to be exceptional in short-term and long-term planning. Ability to develop far-sighted strategies and ensure their execution is instrumental in the achievement of the Council's financial goals.
- **Good communication:** A FE is not only the face of the financial department within the company but is the face of the Council to the external stakeholders. So, good communication is an important skill for a FE to be able to deal with all the stakeholders.
- **Technical knowledge:** The FE should possess sound technical knowledge in finance so that correct financial decision can be taken.
- **Risk Management:** The FE is also expected to manage the risks associated with the activities of the Finance department.

Role Description:

The FE is often required to take up multiple roles, which include that of a leader, financial advisor, and strategist. The FE need to think from both financial and operational perspectives, and hence they need to be abreast with the latest industry trends that can be key to their success in the role.

The candidate will be responsible for the following:

- Take lead and develop a continuous evaluation of both short-term and long-term financial strategies to ensure achievement of Council's objectives.
- Provide timely and detailed analysis of budgets, forecasts, and financial trends, and maintain the credibility of the Finance department.
- Guide and supervise all activities pertaining to the Finance and Accounting department of the organization.
- Evaluate and advise on the long-term impacts of financial planning, the launch of new products or strategies, and regulatory actions.
- Maintain strong relationships with the senior executives by identifying their needs and providing a wide range of business solutions.
- Brief the senior management on the short-term and long-term financial implications of the ongoing and upcoming business activities.
- Evaluate company performance and recommend improvements that can be employed to enhance performance and develop new business opportunities.
- Implement effective internal controls within the organization and ensure compliance with the control guidelines.
- Ensure adherence to applicable accounting standards (such as GRAP or IFRS) and other regulatory laws and rules for financial reporting.
- Drive the company's financial planning in a strategic fashion.
- Perform risk management by analyzing the organization's liabilities and investments.
- Decide on investment strategies by considering cash and liquidity risks.
- Control and evaluate the organization's fundraising plans and capital structure.
- Ensure cash flow is appropriate for the organization's operations.
- Supervise all finance personnel (controllers, treasurers, etc.).
- Manage vendor relationships.
- Prepare reliable current and forecasting reports.

- Set up and oversee the company's finance IT system.
- Ensure compliance with the law and company's policies.
- Implement functional area's operational plans and objectives.
- Implement approved structures including people, process and technology.
- Compile and/or prepare statutory reports e.g., BBBEE, Industry and Government specific reports.
- Participate at governance committees, information and decision-making bodies.
- Prepare and submit source documents on audit queries.
- Manage adherence to Corporate Governance structures, policies & procedures.
- Develop, Implement and Oversee SCM processes and procedures.
- Collaborate with all operational areas including HR, ICT, etc., in the execution of the financial responsibilities.
- Stay abreast with industry trends and changes by liaising with major stakeholders both internally and externally.
- Resolve contractual compliance issues/problems to mitigate risk.
- Implement risk mitigating policies, plans and preventative action strategies in the Council.
- Anticipate and develop financial policies for the Council.
- Adhere to pre-defined reporting cycles and schedules.
- Manage the budgeting process and distribution of budget to other functional areas.
- Plan monthly financial reporting timelines and adhere to pre-set timetables for reporting.
- Anticipate best investment plans and obtain approval from Council.
- Plan divisional/departmental and organisational audits.
- Plan and provide for timeslots in the team's schedules for the external audit reviews.
- Determine procurement policy within the guidelines of the PFMA, PPPFA and other prescripts.

Requirements:

- In depth knowledge of corporate financial law and risk management practices
- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of MS Office and financial management softwares
- Ability to strategise and solve problems
- Strong leadership and organizational skills
- Excellent communication and people skills
- An analytical mind, comfortable with numbers
- B. Comm Accounting (and membership SAIPA/SAICA/ACCA/CIMA) (NQF Level 8)
- 8 years related experience
- 2 year's leadership experience (Sound Management Accounting experience and Financial Administration)
- Valid Driver's Licence

Legislation (Knowledge):

- Commercial Law
- SACPCMP Act

- Tax Law
- Banking Law
- Administrative / Public law
- Intellectual Property Law
- PFMA – Public Finance Management Act
- Company Law
- PAJA
- PAIA – Public Access to Information Act
- POPI Act – Protection of Personal Information Act
- Procurement law
- King IV Principles

In this position you will be reporting to the Registrar of the SACPCMP.

Closing date: 23 May 2022

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. The SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV, certified copies of your qualifications and ID to:

E-mail address: recruitment@sacpcmp.org.za