

FINANCE AND FACILITIES SPECIALIST – UNIT HEAD

Reference: FFS2024

(Total cost to Company: R1,152,794.76 per annum)

The Council for the Built Environment (CBE), located in Hillcrest, Pretoria, has the above permanent position available for immediate appointment.

JOB PURPOSE

To head the entire finance unit at the CBE. To provide timely reliable and accurate financial information to various stakeholders and to assist with the daily financial management of Council for the Built Environment (CBE).

KEY RESPONSIBILITIES:

1. FINANCIAL MANAGEMENT

- Identifying cost saving strategies and implementation of strategies according to Treasury guidelines.
- Interprets and projects financial information for all units.
- Ensures all accounts, company expenditures and fixed assets are reconciled accurately.
- Reviews general ledger and conducts monthly reconciliations.
- Ensures all practices are compliant with CBE policies and procedures.
- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Ensures documentation of financial transactions through the entry of account information on the system.
- Recommends financial actions by analysing accounting options.
- Summarises current financial status by collecting information, and preparing balance sheet, profit and loss statements and other reports.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analysing account information.
- Compiles financial information for annual reports.

- Plans, manages and coordinates the entire external audit process and represents CBE in being the main contact person during such audits.
- Ensures compliance with Generally Recognised Accounting Principles (GRAP) and International Financial Reporting Standards (IFRS).
- Attends Management and Council Committee meetings to discuss finance-related issues.

2. RETURNS AND REGULATIONS

- Ensures that accounting processes are done as per local fiscal requirements.
- Completes reports as per legal regulations and requirements with regards to Tax and Accounting practices.
- Liaises with Statutory and Auditing Bodies to ensure compliance with all Returns and Regulations.
- Ensures CBE's financial policies, systems and procedures are adhered to.
- Ensures that 3rd payments are prepared and submitted to SARS.

3. HUMAN CAPITAL MANAGEMENT

- Set annual performance objectives for employees.
- Ensures all employees have signed performance agreements.
- Conducts employee's appraisals.
- Develop action plans to address poor performance.
- Identifies training needs of employees.
- Ensures ongoing training and development of employees.
- Addressing labour issues.

4. MANAGEMENT ACCOUNTING

- Implements asset management policy and manages assets in accordance to the policy.
- Communicates budget guidelines to all Units.
- Collates and prepares the budget for the new financial year.

- Ensures the requests for Capital Expenditure (CAPEX) from units are within budgeted parameters.
- Participates in the assessment and recommendation of Capital Expenditure (CAPEX) requests.
- Compares new budget with forecasted budget.
- Submits reasons for budgetary deviations.
- Submits final draft budget for approval.
- Analyses accounting variances on the general ledger accounts.
- Develops management reports.
- Distributes monthly expenditure records to units to manage their expenses.
- Analyses accuracy of recordings of all financial transactions.
- Approves monthly journal corrections.
- Communicates month end dates to divisions.
- Consolidates Unit results into one report.
- Review payroll-related information before effecting payments.

5. MANAGEMENT OF THE FACILITIES OPERATIONS

- Investigate the availability and suitability of options for alternative premises.
- Calculates and compares costs for required goods or services to achieve maximum value for money.
- Plans for future development in line with strategic business objectives.
- Ensures the existence of essential central facilities such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling.
- Ensures building meets health and safety requirements and that facilities comply with legislation keeping employees safe.
- Plans best allocation and utilisation of space and resources for new buildings or re-organisation of current premises.
- Checks that agreed work by contractors has been completed satisfactorily.
- Develop a business continuity plan for CBE to ensure smooth running of operations.

REQUIREMENTS AND COMPETENCIES:

- Degree in Commerce (NQF 7) or related/relevant field.
 - 8 years experience in a financial management environment with 2 years in a management role.
 - Professional registration i.e. CA(SA), CIMA, CGMA
 - Communication
 - Auditing
 - Management
 - Risk Management
 - Reporting
 - A valid driver's license
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HOW TO APPLY: Suitably qualified and experienced candidates are invited to submit a **comprehensive CV** with at least **three contactable references** and a fully completed employment **application form** obtainable at www.cbe.org.za must be emailed to hradmin@cbe.org.za, quoting reference no: FFS2024.

NB: Applications without the reference number as a subject/heading, CV, and fully completed employment application form will be disqualified.

Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

The CBE is committed to achieving and maintaining diversity and equity employment, especially of race, gender, and disability.

Persons with disabilities are encouraged to apply.

Closing Date: 23 August 2024