



THE UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA

The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act of 2005.

USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages employment of suitably qualified individuals from all groups including special designated groups.

POST:

**CHIEF FINANCIAL OFFICER
(3 Year Contract, with a possibility of 2 years' extension at the USAASA Board's discretion)**

REPORTS TO:

The Chief Executive Officer

CENTRE:

MIDRAND

SALARY:

From R1 042 500 to R1 246 449 (depending on the successful candidate's experience)

KEY PURPOSE:

The main purpose of the CFO is to manage that the USAASA and USAF finances are budgeted, utilized and reported on according to policy, the PFMA and statutory requirements.

REQUIREMENTS:

Qualified and registered Chartered Accountant.
Extensive PFMA knowledge.
8 - 10 years Financial Management experience, encompassing, financial Accounting and Tax; Financial Administration; Financial Analysis; Procurement; Planning, Organising and Control.
At least 5 years senior management experience. Public sector experience is preferred.
SAICA membership would be an added advantage.

KEY RESPONSIBILITIES:

Business Strategy Leadership Participate in developing a Strategy aligned with the USAASA and USAF mandate.
Participate in the development of strategically aligned divisional Annual Performance Plan (APP)
Manage the divisional resources and full capacitation thereof.
Manage USAASA and USAF in a financially sound and risk appropriate manner by ensuring that appropriate processes, procedures and systems are developed, implemented, monitored and reported on.
Resolve challenges hindering or threatening the successful achievement of the Strategy by monitoring organisational financial performance, identifying areas of risk or challenges being faced and addressing these within agreed challenge-resolution timelines.

Budget Development and Management Develop and implement the budget policy and processes by incorporating and complying with required legislation and good practice guidelines on an annual basis.

Develop the annual USAASA and USAF budget through the Medium Term Expenditure Framework (MTEF) process in accordance with National Treasury guidelines.

Monitor and report on utilization of the USAASA and USAF budgets and report to CEO, the Board and the department on a monthly, quarterly and annual basis.

Ensure that the delegations of authority for budget spending are implemented according to the policy.

Monitor budget spending through internal audit and risk management processes on an ongoing basis.

Financial Management Manage the implementation of up to date and compliant accounting standards within USAASA and USAF

Review and implement accounting policies in line with the financial strategy, MTEF and legislative guidelines.

Ensure statutory compliance of USAASA and USAF by overseeing the submission of all statutory returns and reports by the required deadlines (monthly, bi-monthly, bi-annually and annually)

Prepare interim and annual financial statements in compliance with Generally Recognized Accounting Practice (GRAP)

Manage the cash flow by reviewing cash forecasts (assets, liabilities and commitments) and implementing corrective action if required on a monthly basis.

Implement robust controls to mitigate against irregular, fruitless and wasteful expenditure.

Inculcate a culture of effective, efficient and economic use of all resources.

Assess the operating and project financial results of USAASA and the USAF and identify potential additional funding sources and opportunities.

Review and maintain effective financial processes and procedures as well as internal operational business processes.

External Audit Support the annual external audit process by addressing any queries arising out of the audit and engaging with the external auditors on an annual basis.

Address identified actions arising from the audit and build business compliance to facilitate an unqualified audit annually.

Supply Chain Management (SCM) Review and manage the SCM framework, policy and processes.

Ensure compliance with relevant legal and regulatory framework.

Oversee the development and implementation of the SCM annual procurement plan in line with the USAASA and USAF strategy and APP.

Stakeholder Management and Reporting Maintain relationships with key stakeholders (including but not limited to National Treasury, Auditor General of South Africa, the Department of Telecommunications and Postal Services and the Department of Communications) by submitting required and relevant reports and maintaining open channels of communication on an ongoing basis.

Submit financial reports including but not limited to the financial management reports, budget variance reports, MTEF expenditure reports and other relevant reports

Human Resource Management Develop capacity of the finance division through developing skills and competencies and addressing development needs.

Monitor and evaluate divisional performance.

Ensure the development and implementation of HR systems, business processes, policies and structures.

APPLICATION:

Please **email** applications to: musa@usaasa.org.za or fax to 0866813800 or **deliver** to Block No. 1 Thornhill Office Park, 94 Bekker Road, Vorna Valley, Midrand 1685

ENQUIRIES:

Mr. M. Ngidi
Executive Manager: Corporate Services
011 564 1600

CLOSING DATE:

22 February 2016

NOTE:

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application has been unsuccessful.

This is a re-advertisement. Should you have furnished us with your application previously, please be encouraged to re-apply.