

## INTERNAL / EXTERNAL ADVERT

**Post:** Senior Manager: Financial Management & Reporting  
**Department:** Finance  
**Reference:** SMNGRFR/RTIA/2026  
**Level:** 13  
**Salary:** R 1,317,384 per annum (CTC)  
**Term:** Permanent

**Minimum Educational Requirements:** \*BCom Degree (NQF 7) in Accounting, Finance or equivalent qualification.

**Minimum Knowledge & Experience Requirements:** \* Minimum 5 years' experience at middle management level in financial management, accounting or reporting. \*Knowledge of transport environment and legislation specifically, in finance Extensive knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic.

**Required Competencies:** \*Extensive knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic. \*Political, social and economic challenges. \*Understanding of HR Legislation and Practices. \*Inter-governmental relations. \*Strategic leadership. \*Strategic planning. \*Corporate Governance. \*Financial management. \*People management. \*Stakeholder management. Interpersonal skills. \*Project management. \*Problem solving and analysis. \*People and Diversity management. \*Advanced Influencing Skills. \*Change Management. \*Client Orientation and customer focus. \*Co-ordination. \*Conflict management. \*Communication skills. \*Decision making. \*Analytical thinking. \*Negotiation Skills.

### **Duties: Implement effective financial control systems for RTIA**

\*Implement the financial governance and operational structures in terms of 'best practice' in financial management. \*Ensure a clear segregation of duties exists between check writing and check signing; receiving, invoicing, accounts payable, and account reconciliation. \*Ensure that relevant accounting standards are reviewed and implemented throughout the Agency to accurately report financial data. \*Ensure that the control processes surrounding accounting and financial data are effective through proactive involvement in financial and accounting matters. \*Ensure the Management team reviews and evaluates financial performance and ensures that finance and accounting staff has appropriate knowledge and skills. Ensure that financial system meets requirements and RTIA needs. \*Report to the CFO and other relevant managers on all financial matters of the Agency. \*Ensure formulation of financial policies & procedures, and the implementation thereof. \*Ensure adherence to all financial controls and procedures within the Agency

### **Ensure accurate and timeous financial reporting**

\*Assume responsibility for the preparation of financial statements, in consultation with the CFO.\*Design report templates that are in line with the legislative frameworks.\*Establish and manage an effective accounting systems for the Agency.\*Monitor accounting records of the Agency necessary to reflect the transactions and the financial statements.\*Ensure that annual financial statements of administrative units are consolidated in time for submission by the CFO and other parties including the Auditor General.\*Ensure that financial statements are compiled in a format approved by the Auditor General.\*Collect all relevant financial information and consolidate it to report periodically.\*Provide an accurate analysis of information collected for reporting.\*Compile and prepare financial statements in accordance to RTIA's set formats and ensure sign off by the CFO.\*In consultation with the CFO, consolidate all financial statements of the various administrative units of the Agency.

### **Ensure effective spending against budget within RTIA**

\*Implement and monitor expenditure management system in the Agency. \*Manage the implementation of the payroll calendar for RTIA. \*Oversee the maintenance of the payroll Systems. \*Implement financial controls within the unit and manage compliance with all Finance policies and procedures.\*Manage and control all RTIA's expenditure in line with legislative frameworks.\*Implement and develop an effective expenditure management framework that includes procedures for approval, authorization, withdrawal and payments of funds.\*Implement an internal controls system in relation to creditors and payments.\*Determine and approve budget availability against various Divisions' request.\*Ensure efficient processing of short and long-term payments and that it complies with the policies and procedures.\* Ensure monthly reconciliation of all records relating to the function.\*Adhere to approved overdraft limits.

### **Achievement and management of the Unit's operational plans**

\*Contribute to the development of RTIA strategic plans. \*Develop and implement the Units operational plans. \*Ensure the implementation and compliance for reporting templates and frameworks. \*Ensure monthly reporting. \*Manage variances in actual vs. budget expenditure in all areas of accountability. \*Develop policies, and procedures for the Unit. \*Ensure clean, audit results. \*Handle audit queries and ensure the availability of information for audit purposes. \*Manage and monitor budget in the Unit.

### **People management**

\*Conduct timeous recruitment and selection of staff. \*Implement RTIA's BEE targets in the Unit. \*Implement RTIA's performance management in the Unit. \*Induct and orientate direct reports. \*Provide capacity building, through training, coaching and development of direct reports. \*Ensure that employees have clear work expectations and goals. \*Ensure attendance of staff. \*Manage the disciplinary of employees in the Department.

### **Ensure the optimization of the Unit**

\*Keep up to date with new developments and changes in own field and within RTIA. \*Share new information and best practice trends with colleagues. \*Proactively introduce improvement opportunities in line with best practice to optimise business success.

### **Enquiries: Ms. Basetsana Motshoane – (011) 763 1103**

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: [w7lwyy@apply.simplify.hr](mailto:w7lwyy@apply.simplify.hr)

**Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.**

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

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| <b>Internal candidates who meet the requirements are encouraged to apply.</b> |
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**Closing Date: 03 August 2026**