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Post: Finance Executive: Budgets and Treasury

Department: Office of the Chief Financial Officer

Reference: FE/RTIA/2023

Salary: All-inclusive salary package: R 1 308 051 _ R 1 563 948

Term: Three (3) Year Fixed-term Employment Contract

Minimum Educational Requirements: A relevant qualification in budgeting and or finance or Accounting or NQF 7 equivalent qualification

Minimum Knowledge and Experience Requirements: *A total of 7 years working experience, 5 of which must be at senior management* Extensive knowledge of GRAP, PFMA and National Treasury Regulations and Guidelines* Extensive knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic will be advantageous* Extensive knowledge of transport environment and legislation specifically, in finance * Computer Literacy and the effective application and use of workplace technology is a key requirement. * Advance knowledge of Government budgeting process and Investment portfolios *Experience and or knowledge of working with the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic an added advantage.

Required Competencies: As a minimum the candidate must be able to demonstrate the following behavioural competencies: *Sound judgement and decision-making that contribute to objectivity and upholding justice in the adjudication of cases* An ability to abide by and uphold the core values of the Agency. * Effective application of change management techniques* Competent understanding of business models and operating models*Strategic leadership and planning*Executive courage and gravitas Ethical Corporate Governance*Prudent Financial management *Effective People and Stakeholder management * Effective Communication and articulation*Effective application of Business Management Principles.

- Duties:**

 - Achievement and management of the Unit's operational plans:** *Contribute to the development of RTIA strategic plans* Manage the implementation of operational plans in the Unit* Manage the implementation and compliance to SoPs, reporting templates and frameworks*Manage monthly reporting process in the Unit *Manage variances in actual vs. budget expenditure in all areas of accountability*Develop policies, and procedures for the Unit* Handle audit queries and manage the of information for audit purposes

Manage RTIA's s budget planning process:* Manage compliance to the National Treasury budget planning timeframes *Support and advice the CFO in the development of budget planning and strategy*Develop and oversee the implementation of a budgetary framework for RTIA aligned to Treasury regulations

Provide the CFO with detailed estimates of draft income and expenditure from the Heads of Departments in the Agency *Oversee that the budgets of individual Divisions comply with budget instructions*Develop and implement budget planning process *Oversee that budget is classified according to the programmes and strategic objectives*Oversee that the budget is drafted in a format prescribed by National Treasury *Manage and monitor both the annual capital and operating budgets
 - Oversee that the annual budget is balanced to guarantee the total amount appropriated in terms of the budget does not exceed the realistically anticipated revenue*Review estimates of funding the annual budget *Oversee that expenses are also divided into votes*Manage the preparation of the annual operating budget including the publication of draft and final budget and submit documents to the CFO for approval*Assist the CFO in the development and collection of support documents when presenting the budget for approval

Oversee effective cash flow management in the Agency: Manage the implementation of policy, procedures to ensure efficient and effective and cash management*Manage the implementation an effective cash management plan in line with the RTIA cash management and investment policy*Open and maintain the Agency's Bank accounts including AARTO bank account*Continuously conduct cash-flow planning and monitor cash-flow projections on overall RTIA expenditure and revenue*Manage the performance of RTIA investments *Provide and draft accurate forecasts of RTIA's cash flow requirements and divide them into calendar months
 - Update the forecasts with the actual cash flow*Report to the CFO the cash flow estimates or the revised estimates compared to the actual cash flow*Report on a monthly basis any significant cash flow deviations from the forecasts

Establish financial sustained models:* Develop financial funding model*Identify and maintain funding partners*Benchmark and continuous engage with other state entities*Identify alternative sources of revenue*Develop monitoring tools for the usage of the donor/sponsor money*Implement monitoring tool and the monthly reports of the donor funding spending*Develop sound funding model to sustain the Agency

Manage effective spending against budget within RTIA: * Implement and monitor expenditure management system in the Agency

Manage the implementation of the payroll calendar for RTIA and monitor maintenance thereof.

Implement and develop an effective expenditure management framework that includes procedures for approval, authorization, withdrawal and payments of funds*Validate salary payment of employees and third parties *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 the budgeted items *Oversee compliance with PFMA, Treasury regulations and National Treasury compliance directives*Determine and approve budget availability against various Divisions' request

Determine methods of payment and ensure that payments are made directly to persons to whom it is due and within reasonable time in the prescribed limits*Ensure the RTIA's expenditure is only in terms of the approved budget and within the approved limits of amount appropriated

Enquiries: Ms Lesedi Mampa – (087) 285 0500

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, competency assessment, 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: recruitment@rtia.co.za

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.

Closing Date: 29 May 2023 @ 16:30 pm