



**SOUTH AFRICAN TOURISM**

## **FINANCIAL REPORTING AND BUDGETING MANAGER**

The following vacancy exists for a Financial Reporting and Budgeting Manager in the Finance Business Unit, reporting to the General Manager: Financial Management at Head Office in Sandton. If you possess the required skills and experience, we invite you to apply.

### **PURPOSE OF THE JOB**

To manage the organisation's budget, overseeing budget execution and reporting across the organisation through monitoring expenditure and ensuring compliance on budget execution and reporting.

### **KEY OUTPUTS**

#### **Financial Budget Planning and Management**

- Compile and submit the operational and capital budget to the Board for approval for the following financial year.
- Educate SA Tourism departments on budget related processes in order to enforce and/or facilitate adherence to procedures and processes.
- Monitor operating expenditure for the entire organisation to ensure that it does not exceed the budget.

#### **Audit Process**

- Ensure safe keeping of financial related information for a clean audit.
- Provide any required assistance during internal and/or external audit exercises that are conducted in the organisation.
- Analyse and interpret audit findings and investigations reports.
- Tracking and resolving all Audit queries reported on the Audit Register.
- Determine levels of interventions required to curb non-conformance and compliance with laid down procedures.

#### **Reporting**

- Overseeing the submission of the monthly management reports on operational expenditure to the Business Unit Leads.
- Compile and submit monthly and quarterly finance management reports as well as ad hoc reports to submit to the GM Finance.
- Prepare and ensure the annual financial statements (AFS) are submitted by deadline to the Auditor General. (Caseware and Treasury template).
- Engage with relevant SAT departments in order to follow up any issues that arise on reporting.



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### **Monitoring Payments**

- Reporting on significant payments for all offices
- Monitor payments, ensuring that they are in line with the cash flow approved by the CFO of SA Tourism.
- Ensure that the SA Tourism's operating subsidy is paid by the set deadline in terms of the contract.

### **Audit Management**

- Receive co-ordinate and action audit requests.
- Create and monitor Audit Requests Register.
- Co-ordinate submission and return of audit documentation.
- Co-ordinate movement of documentation internally.
- Provide required information to support audit teams both internal and external in order to receive clean audit findings.
- Compilation of monthly and quarterly year-end audit files.
- Assist with both internal and external audit responses.
- Liaise with relevant stakeholders regarding audit queries
- Oversight of all audit (IT, internal and external)

### **Record Keeping**

- Archiving of financial information.
- Liaise with audit teams for the return of documents.

### **Expenditure Management**

- Develop, implement and monitor internal financial controls.
- Monitor spend analysis in terms of approved budgets and appointment values of contracts and follow up and recommend on problem areas.
- Ensure adequate cash flow management for all payments.
- Identify and report on fruitless and wasteful expenditure.
- Review monthly bank and asset reconciliations.

### **Risk Management**

- SA Tourism Bank signatory including approving beneficiaries
- Ensure that unauthorised, irregular, or fruitless and wasteful expenditure is detected, processed, recorded, and reported in a timely manner
- Regular reporting to GM: Financial Management on unauthorised, irregular, fruitless and wasteful expenditure.

### **Business Unit Resource Management**

- Monitor the execution of the business unit operational plan against set targets and KPIs.
- Conduct budgetary planning for the business unit/team and account for spend on internal initiatives.
- Ensure sufficient capacity and information is provided to staff within the business unit to achieve set performance objectives.



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- Manage the performance of employees in accordance with the organisational policy.
- Motivate team members and create a culture of high performance.
- Manage employee related matters within the business unit/team
- Operate within delegated authorisations.
- Adhere at all times to the values of the SA Tourism
- Prepare monthly reports and make presentations as required
- Actively participate in management meetings, committees and relevant governance structures.
- Positively support the implementation of all management decisions
- Manage the performance of direct reports by setting them clear performance objectives; coaching and/or mentoring them at all times; motivating them to achieve their goals.
- Provide business unit/team performance measures in line with the performance management and development framework and plans and targets

### QUALIFICATIONS AND EXPERIENCE

- BCom Financial Accounting Honours Degree or equivalent
- Registration with SAICA as CA (SA); will be an advantageous.
- Minimum of 4 years' experience in financial management accounting environment is essential
- Strong proficiency in Microsoft excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity.

### Knowledge and understanding of

- Relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans.
- Relevant legislation and regulatory requirements including PFMA and Treasury Regulations.
- Public entity budgeting and reporting process.
- ERP Financial system: ORACLE

### Skills and Competency Requirements:

- Ability to plan, prioritise and time manage activities.
- Superior verbal and written communication skills. Fluency in English, additional languages an advantage.
- Computer literacy in all Microsoft applications including Word, Excel, Power Point and CRM database experience.

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Please send your detailed CV to : [finance@southafrica.net](mailto:finance@southafrica.net)

Closing date : **15 March 2023**

**No late applications will be accepted.**

**Important note:**

People with disabilities are encouraged to apply. Due to a large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful.