



Applications are invited from suitably qualified persons for the following position:

FINANCE MANAGER (REF No: HR/MBDA/20230701)

Gr 17 (R1 003 506.00 - R1 354 781.00) total cost to company

The main purpose of the position is to ensure that the Financial administration function of the MBDA is effectively managed within the municipal legislative framework and to ensure best practice and good corporate governance is achieved within the Agency.

Key Responsibilities & Performance Areas:

- Financial Management and Reporting Function for the MBDA and all its operations.
- Ensure compliance with Municipal finance management legislation accounting standards, policies and regulations
- Operating and Capital Budgetary Control
- Ensure that the adjustment budgets tablet with the parent Municipality for approval timelyously
- Capital Project Review and Monitoring
- Responsible for Monthly/quarterly reporting of actual versus budgeted costs to NMBM, Board and audit committee
- Insurance and Risk Management
- Implementation of internal and external audit findings and recommendations
- Oversight of the cash and banking functions such as investment and banking activities
- Verify and review payments processed and approved on the online banking
- Co-administrate the online banking system
- Ensure that mSCOA segments are accurately identified and set up on the EMS system
- Ensure that the EMS system is backed up daily
- Oversight of Data Migration for all departments

Minimum educational and experience requirements:

- Degree in Finance and Accounting; registration with a relevant professional body will be advantageous.
- 5 years experience in a managerial role within a Finance Management environment;
- In senior role within a Municipal Finance Management environment
- Must be in possession of National Treasury MFMA minimum competency qualification (NQF6) or Must obtain a National Treasury MFMA minimum competency qualification (NQF6) within 18 months of the date of appointment; and

- Possessing a valid driver's license and having reliable transport would be advantageous.

For the above position, candidates must demonstrate the following key competencies:

- Knowledge and understanding of the PPPFA, MFMA and NT regulations;
- Knowledge and understanding of the appropriate legislative and regulatory frameworks;(PPPFA, BBBEE etc.)
- Strategic leadership and management;
- Strategic financial management;
- Operational financial management;
- Governance, ethics and values in financial management;
- Financial and performance reporting;
- Project management;
- Experience/exposure to municipal legislation, policy and implementation;
- Stakeholder relations;
- Supply chain management; and
- Audit and assurance.

This position is permanent with normal company benefits and salary package commensurate with experience and relevant tertiary qualifications.

Please provide contact details of three (3) references which will be used to verify qualifications, experience and competence.

Applications with detailed curriculum vitae should be forwarded to recruitment@mbda.co.za; or per hand to the MBDA offices @ Tramways Building, 1st Floor, Corner of South Union Street and Lower Valley Road, Central, Port Elizabeth, 6000.

Applications for the above position will close on Friday, 21 July 2023 @ 16h00. The successful candidate will be required to sign a performance agreement; disclose his/her financial interests and undergo preemployment screening, security vetting and competency assessments as part of the recruitment process.

The MBDA is an equal opportunity employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply. If no reply to your application is received within sixty (60) days from date of closing, please consider your application as being unsuccessful.

For further information, visit www.mbda.co.za.