



TRANSNET PORT TERMINALS

ANNEXURE A: SCOPE OF WORK

PROVISION OF A DIVISIONAL FINANCIAL ACCOUNTANT RESOURCE AT TRANSNET SOC LTD (REG. NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT) AT TPT HQ FOR A PERIOD OF NINE (9) MONTHS WITH OPTION TO EXTEND FOR THREE (3) MONTHS

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SCOPE OF WORK FOR THE PROVISION OF A DIVISIONAL FINANCIAL ACCOUNTANT RESOURCE FOR FINANCE HQ

1. BACKGROUND

Transnet Port Terminals (“TPT”) is an Operating Division of Transnet SOC Limited. It offers terminal cargo handling service in sea freight transport of imports, exports and transshipment of commodities in the three key sectors of the South African commodity market i.e. Containers, Mineral Bulk, Agricultural Bulk and RORO. TPT operates in seven South African commercial ports; that is, Richards Bay, Durban, East London, Port Elizabeth, Ngqura, Cape Town and Saldanha.

TPT seeks to appoint a service provider that is registered with the Department of Labour and is in good standing with the Department of Labour as a Placement Agency or as a Chartered Accounting Firm. Service providers are required to submit with their bid a valid letter of good standing from the Department of Labour reflecting their good standing as at date of the RFQ.

The service provider must have a good track record in supplying finance/audit professionals in the past five (5) years and be able to provide a Divisional Financial Accountant for a period of nine (9) months to Transnet Port Terminals with an option to extend on a month-to-month basis up to three months.

2. SCOPE OF REQUIREMENTS

2.1 Divisional Financial Accountant

Reporting

- Oversee that the financial reporting requirements of Group and TPT are met (quality and deadlines) for month end, quarterly reporting, interim and year end.
- Review of monthly, quarterly, biannual, and annual reporting to ensure that TPT's financial statements are valid, accurate and complete and comply with the relevant accounting standards, policies and procedures
- Review of consolidated trial balance and the chair the Finance teams review of the consolidated trial balance
- Co-ordinate all external audits (interim and year-end) and internal audits ensuring that no major reporting items exist.
- Review of all the HQ general ledger reconciliations, journals and inter/intra
- company transactions that impact on the TPT Financial statements.
- Ensure all the TPT reporting requirements are met timeously.

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Business Process Owner of Financial Accounting Processes, including the following sub-processes:

Payments

- Perform the role of a bank signatory, by reviewing creditors reconciliations for creditors payments, foreign payments, CAPEX, travel payments and weekly payroll payments

Debtors

- Review debtors credit applications and applications for cash accounts and authorize the opening of an account and credit limits in terms of the Delegation of Authority
- Review debtors masterfile exception report

Fixed Assets

- Review of revaluation results
- Provide support to the fixed asset team when required.

Cash Management & Working Capital Portfolio

- Manage rollout of the Cash Management SOP and working capital initiatives thereby improving working capital and giving support to the Transnet Group Strategic Objective of optimal working capital performance
- Reviewing & authorizing monthly and quarterly cash forecasts to Group Treasury

REVENUE MANAGEMENT, OVERSEE AND PROVIDE SUPPORT TO TERMINALS

Business Process Owner for Financial Statement Close Process

- Responsible for maintaining and enhancing a controlled financial environment (in line with Transnet zero tolerance for ineffective controls and non-adherence to PFMA)

Business process Owner for SAP FI Module

- Taking accountability for Sap FI authorizations, developments and enhancements

Controls

- Financial Risk management & ensuring a sound financial control environment (identifying, monitoring & implementing controls)

CSA

- Completing the CSA weekly, monthly and quarterly

Minimum Controls Framework

- Updating the framework for any changes necessary and ensuring HQ compliance.
- Monitoring terminal compliance to ensure any audit findings do not become repeat audit findings.

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- Implementation & monitoring of national policies, standard operating procedures, and guidelines in respect of all aspects of financial accounting (accounts receivable, payable, and general ledger)
- Alternate to Divisional Financial Reporting Manager on several committees.

Staff

- Manage the staff to ensure the smooth running of the Financial Reporting Office at HQ.
- The resource will be required for a period of 12 months.

Qualifications

- CA (SA)
- 6 to 8 years relevant working experience

Knowledge required

- Expert knowledge of IFRS
- In depth Knowledge of PFMA, Asset Management, Financial Controls & Corporate Governance
- Experienced in SAP (CO & FI)
- Good understanding of the financial impact, risks and opportunities on business
- Knowledge of the Port Environment is an advantage

Skills Required:

- Strong presentation and communication skills with the ability to communicate at senior management level
- Strong people and staff management skills, and ability to motivate and direct staff
- Assertive, analytical and attention to detail
- Process and Project Management Skills
- Ability to manage multiple processes under pressure and ensure deadlines are met
- Change Management
- Proficient in Microsoft Office

The estimated timing for the Finance resource is as follows:

| Resource | Duration | Number of Resources | Estimated Monthly Rate |
|---------------------------------|-----------------|---------------------|------------------------|
| Divisional Financial Accountant | Nine (9) Months | One (1) | |

Respondents will be required to submit a monthly cost for the resource specified above for the time period requested.

For the successful respondent, an interview will be held with the candidate/s submitted to ensure the candidate meets TPT's requirements. The service provider is to provide the vetting report of the

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successful candidate.

3. DELIVERABLES FOR THE REQUEST FOR QUOTATION PROCESS

3.1 The service provider must be registered with the Department of Labour as a Placement Agency or as a Chartered Accounting Firm and

- Provide proof of registration from the Department of Labour reflecting the service provider is in good standing as at date of RFQ

3.2 For the resource qualifications & expertise, the service provider shall provide TPT with:

- A summary of the experience of the proposed candidates for this assignment relevant to the scope of work of the Divisional Financial Accountant
- This must be supported by the detailed CVs of proposed resources.
- Certified qualifications of CA (SA) to be provided

3.3 The service provider must provide the Company profile, with a track record in supplying finance/audit professionals.

- The bidder to provide client reference letter (last 5 years).
- The reference letters must be on the official letterhead of the client to whom the services were rendered.

3.4 With regard to mobilisation of the resource, the service provider is required to provide written confirmation that the required resource will be in place within one (1) week.

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