



TRANSNET PORT TERMINALS

Document Title:

Scope of Work

**PROVISION OF A DIVISIONAL FINANCIAL ACCOUNTANT RESOURCE FOR FINANCE HQ FOR A
PERIOD OF ONE YEAR**

REVISION 01:

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 to provide a resource to assist with the Divisional Financial Accountant function to be based at HQ.

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 to 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.
- 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

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- 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.
- 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

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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	Estimated monthly rate
Divisional Financial Accountant	12 months	

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 submitted to ensure the candidate meets TPTs requirements.