



JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Chief Financial Officer	JOB GRADE	
PROPOSED JOB TITLE			
JOB CODE	CFO/300		
DEPARTMENT	CEO's Office		
DATE REVIEWED	2023-November -30		
LOCATION	Honeydew		
EMPLOYMENT STATUS	Fixed term contract (5 Years)		
PURPOSE STATEMENT			
As an Executive Director of the Board, the CFO will account for and oversee the financial, administrative, treasury, supply chain management and risk management operations of the company as well as provide strategic leadership in so far as all these aspects are concerned. The role of the CFO is expected to evolve in line with the plans for the merger of Broadband Infraco and Sentech.			
2ND LINE MANAGER (2ND LEVEL)	BOARD		
1ST LINE MANAGER (1ST LEVEL)	Chief Executive Officer		
POSITION	Chief Financial Officer		
SUBORDINATE (1ST LEVEL)	Senior Manager: Senior Manager - Finance; Management Accounting; General Manager: Supply Chain; Admin Assistant.		
SUBORDINATE (2ND LEVEL)	☐ Assistant Management Accountant • Asset Management Coordinator • GL and Cash Book Officer • Payroll Accountant, Financial Accountant • Project Accountant •		

2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	WEIGHTING
1. Provision of Strategic Financial Leadership to the Business • Develop the Supply Chain Management, funding, investments, and the financial strategies of the company and oversee the implementation thereof. • Account for all capital budgeting, pricing, asset management and project finance management. • Oversee the implementation of funding initiatives. • Analyse, interpret and present financial results to EXCO and the Board for decision making. • Support the CEO in development of company strategy and the Corporate Plan in conjunction with EXCO. • Direct the implementation of the strategic business plan. • Regularly oversee and monitor that the budget and financial plans are carried out according to the approved levels of delegation in conjunction with Executive Management. • Develop tools and systems to consistently assess the overall financial performance of the company and provide critical financial and operational information to the EXCO and Board and make actionable recommendations on both strategy and operations. • Lead and provide financial information essential in revenue modelling, forecast and projections. • Chair among others, the relevant EXCO Sub-committee meetings. • Ensure the enhancement of business performance with a focus on the financial and governance aspects. • Provide strategic direction on the three-year Capital Expenditure management process. • Accountable for capital budgeting. • Develop effective policies, processes and procedures to support the systems control environment in the finance environment. • Ensure compliance to all National Treasury requirements and timelines for submission of financial information and reports. • Tax Management in accordance with the relevant statutory and regulatory prescripts. • Engagements on governance issues related to the Finance portfolio with the Executive Authority, National Treasury and Parliament.	20%

2. Financial Management Oversight • Create and maintain an environment of high levels of efficiency, responsiveness to business priorities and accurate outputs. • Ensure that all related financial legislations such as PFMA (Public Finance Management Act) are adhered to. • Produce accurate financial projections, and report on loss and profits based on the analysis of performance reports from various Business Divisions. Provide expert advice on key financial decisions taken at Executive level. • Ensure compliance to processes and procedures for transactions carried out with third parties.	15%
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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	WEIGHTING
• Give financial input and advise on acquisitions and to conduct due diligence in proposed projects. • Oversee the dissemination of accurate financial information. • Ensure that financial reporting and systems are compliant to IFRS, the PFMA and any other standards that may be adopted in the future. • Submit financial results and reports to the CEO and the Board. • Advise management on alternatives for optimum tax planning. • Oversee the planning of procurement, inventory control and logistics that support business strategies adapted to changing markets conditions, new business opportunities or cost reduction strategies. • Oversee the execution of measures to resolve audit findings.	
3. Financial Risk Management • Mitigate key financial elements of the company's risk profile. • Ensure the existence of a sound enterprise internal control environment through best practice. Quantify the financial implications of all active legal issues within the organization. • Build a strong rapport with the Audit Committee and collaborate to identify all critical risks within the organization. • Liaise with auditors, manage, and oversee processes to create acceptable co-ordination of required financial information for audit purposes. • Proactively give solutions/inputs to rectify highlighted financial risks and ensure that recommendations are acted upon. • Manage the risks associated with fluctuations in foreign exchanges.	10%
4. Capital Expenditure Management & Accounting • Advice the best approach to be used and accountable for the business assumptions to be applied. • Evaluate monthly accounts and review actual performance against targets. • Ensure that funding for capital and operating programmes is managed in accordance with best practice principles. Oversee the effective management of the accounting, investor relations, tax and treasury transactions. • Deliver management accounting business processes to agreed milestones, timescales, scope, quality and budget. • Compile the budget, produce an action plan to mitigate the identified variances. • Provide Technical financial advice to support projects that have complex issues to be resolved e.g. tax and legislations in other countries and foreign currencies. • Keep track of the accuracy of Work-in Progress accounts and interrogate any discrepancies. • Furnish financial information requested for Parliamentary participation by the Shareholder and attend such sessions as and when requested.	15%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	WEIGHTING
5. Treasury Management • To plan, organise and control cash and borrowings so as to optimise interest and currency flows, and minimise the cost of funds. • Source debt and equity financing from relevant institutions • To plan and execute communications and reputation management strategies to enhance funders confidence in the company. • Ensure that all National Treasury budgeting requirements are met by set deadlines and in the prescribed format. • Oversee, liquidity, debt, interest rates and investment management in accordance with the approved Treasury prescripts. • Review and approve recommendations made on alternative long-term borrowing strategies in accordance with the capital structure guidelines. • Ensure availability of funds at all times.	10%
6. Supply Chain Management • Be the custodian of the enterprise development strategy, implementation of policies as well as the supplier development strategy. • Optimise the BEE rating of the company. • Analyse and approve the formulation and implementation of Demand Plan within budget provisions. • Oversee the execution of procurement activities in line with business priorities and processes. • Develop the annual cost saving model that supports the Corporate Plan. • Ensure that the supply chain policies and procedures comply with all the related finance and procurement legislations. • Review and evaluate tenders in conjunction with the EXCOPS or any other structure that may be assigned such a role in the future.	10%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	WEIGHTING
7. People Management • Ethical Leadership and management of ethical behaviour within the team • Lead and manage staff members in the Finance & Supply Chain Departments. • Drive a culture of performance in the team that is underpinned by provision of accurate and timeous information. • Ensure that there the finance human capital is optimally resourced. • Ensure that there is compliance to all HR processes including performance management in the Finance and Supply Chain Management teams. • Provide coaching, mentoring and guidance to reporting staff. • Guide staff in competency enhancement and career development • Where there has been deviation from company policies, ensure that corrective actions are implemented and where necessary disciplinary processes are instituted in compliance with company policy. • Develop and implement succession plans for direct reports.	10%
8. Stakeholder Management and Engagement • Spearhead engagements with the CEO, Executive Team and other key stakeholders regarding organizational financial performance against the annual budget and company's long-term strategy. • Maintain relationships with strategic partners, key stakeholders as well as financial institutions. • Ensure compliance with set engagement standards, formats and protocols. • Forge strong relationships with funding institutions. • Produce management information reports monthly, quarterly and annually and on an as, how and when required basis.	10%

3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	• B. Com (Hons) Degree • Be a qualified Chartered Accountant CA(SA)
TECHNICAL/ LEGAL CERTIFICATION	• Professional registration and membership with the South African Institute of Chartered Accountants (SAICA)
EXPERIENCE	• Minimum 10 years' post articles experience in financial and accounting management roles • Minimum 5 years' experience at Executive Level • Minimum 5 years' experience at Senior Management level. Experience at this level in a SOC will be an advantage. • Minimum 5 years' experience in Senior financial and management accounting role. Experience in the ICT industry will be an added advantage • Minimum 5 years' exposure in the Supply Chain Management (SCM) environment. Experience of SCM in the public sector will be an advantage.

4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTITUDES
Corporate Governance	Strategic Capability and Leadership	Shared values
Financial Management	People Management and Empowerment	Ability to motivate others and deliver through teams
Strategic Planning	Reporting	Influencing
Business Acumen	Change Management	Accountability
Strategic Sourcing	Communication	Honesty and integrity
Treasury Regulations, PFMA, Company's Act	Financial Management ERP Systems	Client Orientation and Customer Focused
Mergers and Acquisitions	Problem Solving and Analytical thinking	Ability to work well under pressure
Treasury Management	Creativity and Innovation	Multitasking proficiency
	Knowledge management	Eager to learn
	Systems thinking	Team Player

5. OTHER SPECIAL REQUIREMENTS

- Willing to work irregular hours.

B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Accuracy of financial information shared with stakeholders which is the basis on which business decisions are made
- Viable financial strategies

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- ☐ Computer
- ☐ Software
- ☐ Vehicle
- ☐ Mobile phone
- ☐ Emails
- ☐ Financial and audit reports
- ☐

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- ☐ Macro – 3 – 5 years e.g. financial strategy
- ☐ Micro – 6 -12 months e.g. budgetary planning

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- ☐ .immediately

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role– operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Strategic – 50%
- Tactical – 40%
- Operational – 10%

C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off?

- Investment decisions
- Accurate predictions of the company's financial future

Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Accurate financial reporting
- Provision of leadership to the Finance Division
- Sound financial advice to CEO and Board
- Chairing of meetings of EXCO and its sub-committees
- Communication in accordance with the Delegation of Authority

Referral to Line Manager for approval

- As per the Delegation of Authority

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

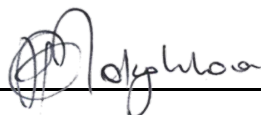
(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal: - Stakeholder Relations
- Written: Shareholder submissions

APPROVED BY DIRECT LINE MANAGER

Signature: _____ Date: _____

VALIDATED BY HR EXECUTIVE/ MANAGER: OD, LEARNING & PERFORMANCE

Signature:  _____ Date: 2023-11-30

CONFIRMED BY INCUMBENT

Signature: _____ Date: _____