



National Gambling Board

South Africa

a member of **the dti** group

FINANCE OFFICER

Reference Number: NGB 06/2018

Nature of Employment - Permanent position

**Remuneration Scale: R174,491.94 – R256,608.06
(All inclusive package per annum)**

Preference will be given to African Males, Coloureds, Whites and people with disabilities

BRIEF SUMMARY OF THE ACT

The National Gambling Board (NGB) is established in terms of the National Gambling Act, (NGA) 2004 (Act 7 of 2004) as amended. It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The NGA makes provision for the coordination of concurrent national and provincial legislative competence over matters relating to the continued regulation of gambling activities and also makes provision for the establishment of uniform norms and standards applicable throughout the Republic in certain gambling activities.

STRATEGIC OBJECTIVE

The strategic objectives stated below straddle and apply across all positions within the Board. Successful incumbents will be required to execute their functions in consideration of the following strategic objectives Enhance Stakeholder Liaison and Statutory Advisory Services; Optimise Organizational Excellence; Functional Registry; and Enforce Compliance.

PURPOSE

To procure goods and services and administer the assets for the National Gambling Board in line with business requirements.

KEY PERFORMANCE AREAS

Procurement of Goods and Services

- Receives authorised purchase requisitions with the relevant budget attached.
- Selects suitable Suppliers from quotations received.
- Places a request for quotations from the identified Suppliers on the database on a rotational basis.
- Requests quotations and submits to Department Managers to select the most suitable Supplier.
- In cases of Suppliers not being on database / capacity to provide resource required, sources relevant Suppliers.
- Creates purchase orders to confirm agreement for the services and /or goods to be procured.
- Notifies Suppliers on selection and liaises with Suppliers to determine the timeframe for delivery of the goods and /or services.
- Ensures that goods / services requested by Department Managers are catered for in the Procurement Plan and escalates to the Procurement Practitioner, if not.
- Communicates the status of the orders with the Department Managers.
- Adheres to applicable policies, procedures and legislation in the procuring of goods and services.
- Procures goods and services within the allocated time frame.
- Monitors the delivery of goods and/or services and follows up with the suppliers.
- Assists in resolving issues that may arise in relation to goods and services to be delivered.
- Verifies the correct goods have been delivered as per the request.
- Receives invoices following delivery and submits to Finance for payment with supporting documentation upon authorisation from Department Managers.
- Follows up with Finance to ensure that payments are effected in order to close requests.
- Requests invoices and statements from Suppliers in line with Procurement Policy.

Asset Administration

- Acts as custodian of the National Gambling Board's assets.
- Monitors the fixed asset register by checking purchases from the general ledger and records on the system on a monthly basis.
- Verifies fixed assets by physically viewing them and reconciles fixed assets to the records on the system on a monthly basis.
- Fills out transfer forms in the case of movement of assets from one to department to another and hands over the journal entry to the Finance department to process.
- Continuously liaises with Information Technology and Departments in relation to movement of assets.
- Assesses the condition of assets and in conjunction with Managers makes recommendations to the CFO on whether to dispose of the assets.
- Runs report from system and submits to the Finance department to post to the general ledger.
- Checks the general ledger to confirm that fixed assets and general ledger is reconciling.

- Files all documentation once updated and authorised before capturing on the system.
- Adheres to the re-evaluation process in order to reevaluate assets and motivates decision.
- Implements and monitors asset management policy ensuring adherence to this policy.
- Creates a register for expensed assets.

Insurance of Assets

- Insures all new assets acquired by providing detailed descriptions of all new assets acquired.
- Submits a fixed asset register to the Insurer on an annual basis and ensures that all company electronic equipment for employees is insured.
- Submits all insurance claims for damaged and lost company electronic equipment of employees.
- Ensures that all documentation for insurance claims is attached and that all claims are authorised by the Finance department.
- Files all documentation and follows-up on insurance claims in order to close files upon settlement of claims.
- Generates insurance claim reports on monthly basis and submits to Procurement Practitioner.
- Updates returned electronic equipment upon resignation of employees and verifies these assets with Information Technology.
- Maintains contract register and ensures all legislative requirements are met.

General administration

- Ensures valid contracts are in place and informs Procurement Practitioner of contract expiry dates.
- Monitors performance of Suppliers in line with the contract agreements.
- Reconciles revenue from Provincial Legislative Authorities with bank statements.

Records Management

- Ensure that records management is performed in accordance with NGB approved file plan and electronic document management.

MINIMUM JOB REQUIREMENTS

Qualifications

- Three-year National Diploma or Bachelor's Degree in Accounting or Finance.

Experience

- Two (2) years relevant experience in Finance in a similar environment.

Competence and skills

The appointee must have the following skills:

- Administrative.
- Database Management.
- Liaison.
- Reporting.
- Asset Management.

The appointee must have the following knowledge in terms of **legislations**:

- Knowledge of Public Finance Management Act.
- Knowledge of National Treasury guidelines & regulations.

The successful applicants' remuneration package will be in terms of the NGB Remuneration Policy. The National Gambling Board subscribes to the principles of Employment Equity.

The appointee will be required to sign a performance agreement within one (1) month of joining the organisation and this position is subject to a twelve (12) months' probation period.

To apply for this position, interested applicants are required to complete the NGB employment application form to be obtained from NGB's website www.ngb.org.za, attach and complete the following mandatory documents i.e. comprehensive CV, copies of qualifications and identity document.

The completed application with all supporting documents can be submitted by e-mail to recruitment@ngb.org.za, hand delivered to the NGB offices at 420 Witch Hazel Avenue, Eco Glades 2, Block C, Eco Park, Centurion or posted to the Senior Manager: Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA). Communication will only be limited to shortlisted candidates.

CLOSING DATE: 27 AUGUST 2018

The Board reserves the right not to make an appointment.