



National Gambling Board

South Africa

a member of **the dti** group

FINANCE MANAGER

Reference Number: NGB 01/2019

Nature of Employment - Permanent position

**Remuneration Scale: R 506, 044.00 - R682, 942.00
(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; Enforce Gaming Technical Compliance; and Enforce Compliance.

PURPOSE

To provide support to the NGB on day-to-day financial accounting operations, accounts payable, payroll, revenue management and proper maintenance of accounting records.

KEY PERFORMANCE AREAS

Financial Management

- Ensure timeous payment of salaries, creditors and statutory bodies.
- Review general ledger, creditors, debtors and cashbook transactions for submission to the Senior Manager: Finance for posting on the GL.
- Prepare monthly and ad-hoc journals.
- Monitor expenditure throughout the year by comparing it against budgeted expenditure.
- Maintain an accurate assets register.
- Perform full debtors and creditors functions.
- Reconcile all general ledger accounts.
- Produce accurate and timely management accounts.
- Calculate variances from the budget and report significant variances to management.
- Prepare annual financial statements and related notes.
- Maintain an orderly accounting filing system for accounting records.
- Prepare a variety of ad hoc financial information as requested.

Compliance and Internal Controls

- Ensure adherence to all financial policies, procedures and relevant prescripts.
- Prepare monthly and quarterly financial and performance reports for submission to internal and external stakeholders, such as **the dti** and the National Treasury.
- Ensure compliance with GRAP and the PFMA.
- Ensure timeous submission of statutory returns.
- Perform month-end closing procedures

Audit compliance

- Provide information required for both internal and external auditors for audit purpose.
- Ensure audit recommendations are implemented timeously.

Public Sector Procurement

- Oversee the procurement of goods and services in line with relevant prescripts.
- Manage the disposal of assets.
- Perform contract management functions.
- Manage supplier performance.
- Participate in bid processes.

Human Resource Management

- Sets performance objectives for team by cascading of Corporate initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.

Records Management

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

MINIMUM JOB REQUIREMENTS

Qualifications

- Three (3) years National Diploma or Bachelor's Degree in Accounting or Finance.

Experience

- Five (5) years public sector accounting or financial management experience of which three (3) years must be at a managerial level.

Competence and skills

The appointee must have the following skills:

- Supply Chain Management
- People Management
- Logical Thinking
- Reporting
- Planning

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. **Failure to submit all requested documents will disqualify your application.**

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). If you have not been contacted within three months after the closing date, please regard your application as unsuccessful.

CLOSING DATE: 24 MAY 2019

The Board reserves the right not to make an appointment.