
 <p>KWAZULU-NATAL FILM COMMISSION SOUTH AFRICA</p> <p>• OUR KINGDOM IS YOUR STAGE •</p>	Subject:	Job Description	Revision Number:	01
	Job Title:	Chief Financial Officer	Effective Date:	1 April 2019
	Job Grade:			

Job Title		Chief Financial Officer
Department:		Finance and Administration
Reports to:		Chief Executive Officer
Job Purpose:		To operate an effective administration which will support the service delivery of the business strategy within the legislated framework.
Subordinates	Direct	Executive Administrator, Finance Manager, HR Manager, SCM Manager & IT Specialist.
	Indirect	7 indirect subordinates
PERSON SPECIFICATION		
Qualifications & Experience:		<ol style="list-style-type: none"> 1. Master's degree in financial management or equivalent 2. 8 years financial management experience 3. 5 years of senior management experience 4. 3 years Public Sector experience 5. 2-3 years HR, SCM and IT 6. Preferably a CA(SA) qualification or CIMA qualification
Skills & Knowledge Required:		<ol style="list-style-type: none"> 1. Strategic Capability and Leadership 2. Policy development 3. Programme and Project Management 4. Knowledge Management 5. Financial, Supply Chain, HR, IT Management 6. Change Management 7. Service Delivery Innovation 8. Problem Solving Analysis 9. People Management and Empowerment 10. Communication 11. Legislation relating to public entities 12. Understanding of PFMA, GRAP, IFRS, SAGAAP, BBBEE Codes, HR Legislation, ICT Codes and Practices 13. Performance reporting 14. Stakeholder engagement 15. Advanced writing skills 16. Fund raising
Personal Attributes:		Strategic Thinking - The ability to see the "big picture" and understand the drivers for organisational success.


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	<p>Leading Others - The ability to lead, motivate and empower others to reach organisational goals and to inspire others to work towards a desired future state.</p> <p>Conflict Management - The ability to effectively manage and resolve conflict situations in the workplace.</p> <p>Business Acumen - The ability to understand the key business issues and relevant external factors impacting on the success of the organization.</p> <p>Negotiation skills - The ability to effectively explore alternatives and positions in situations that consist of many different opinions and objectives in order to reach outcomes that gain all parties support and acceptance.</p> <p>Persuasiveness - The ability to communicate in a convincing manner and to influence people.</p> <p>Planning, Organizing & Controlling - The ability to establish courses of action for self and/or others to ensure the efficient completion and control of work.</p> <p>Analytical Thinking - The ability to identify causal relationships or use inference chains to break a large problem into manageable pieces in a systematic manner.</p>
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JOB SPECIFICATION:

The main tasks and responsibilities associated with the position are listed below. This is not an exhaustive list of tasks and responsibilities and any other tasks and/or responsibilities that could be reasonably expected for the position may be required.


Key Performance Areas (KPA's)	Key Performance Indicators (KPI's)	Outcome
1. Strategy development, oversight and governance	a) Five-year strategy for F&A and annual APP developed b) Prepare and present the Organizational Budget linked to APP process to ARC and Board c) Participation in EXCO and MANCO d) Effectiveness of oversight structures as Chairperson e.g. Budget Committee, ICT etc.	a) APP Departmental Submission – end of February b) Quarterly performance APP reports with portfolio of evidence
2. To develop the organisational policies relating to F&A and business processes	a) Responsible for preparing and reviewing policies for approval b) Business process for business continuity that are efficient and	a) Board approved policies and procedures - Ongoing b) Business Process manual

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	<ul style="list-style-type: none"> effective and comply with legislation c) Training of all policies for all employees d) Consultation in development process 	c) Training register for employees annually
<p>3. Operational Performance: To formulate and implement F&A's departmental operational plan and budget, to ensure delivery of the APP targets.</p>	<ul style="list-style-type: none"> a) Develop the operational plan b) Monitor implementation through F&A meetings c) Reporting on progress and challenges d) Quarterly performance information reports e) Monthly IYM for F&A indicating spend and projections 	<ul style="list-style-type: none"> a) Departmental Operational plan - March b) Monthly MANCO reports c) Quarterly performance reports with evidence d) Monthly F&A Cashflow reports
<p>4. To secure strategic investment through facilitation and promotion into the filming industry in KZN</p>	<ul style="list-style-type: none"> a) Identification of key investment opportunities through research and stakeholder engagement b) Packaging of investment opportunities c) Promotion of investment opportunities 	<ul style="list-style-type: none"> a) Research documents investment opportunities b) Investment opportunities packaged for investors (teasers) according to brand awareness strategy and requirements e) Promotion engagements (business-to-business engagements)
<p>5. Financial management: To oversee the management and coordination of all fiscal activities for the KZNFC</p>	<ul style="list-style-type: none"> a) Budget management: Development, monitoring, virements b) Manage the internal and external audit process c) Implement recommendations of audit reports d) Prepare interim and annual financial statements e) Efficient business processes e.g. payment of suppliers f) Ensure adequate internal controls are operating 	<ul style="list-style-type: none"> a) AFS and Interim AFS b) Monthly IYM c) Budget committee minutes d) Quarterly reports for ARC and Board e) Audit reports f) Audit improvement matrix g)
<p>6. Human Resource Strategic Management</p>	<ul style="list-style-type: none"> a) Annual HR Strategic plan developed and quarterly reporting to HRREC b) Compliance with legislation c) Oversight on the function 	<ul style="list-style-type: none"> a) Approved HR strategic plan b) Wellness plan c) Monthly MANCO reports d) Quarterly HRREC and Board reports

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	d) Monthly management reporting	e) Statutory reporting in terms of LR Act
7. Supply Chain Management	<ul style="list-style-type: none"> a) Effective oversight structures (Bid committees) b) Compliance with legislation c) Implement mechanisms to ensure efficient business processes d) Monthly management reporting e) Annual procurement and demand plan with BEE targets f) Chairperson of Bid Adjudication Committee 	<ul style="list-style-type: none"> a) Monthly MANCO reports b) Quarterly ARC and Board reports c) Statutory reporting including fruitless and wasteful, irregular, etc., procurement reporting
8. Information Technology Management Services	<ul style="list-style-type: none"> a) Develop and implement 5-year Master Systems Plan for the KZNFC b) Develop Annual project plan aligned to MSP and report monthly progress c) Implement mechanisms to ensure efficient business processes d) Monthly management reporting e) Report any challenges immediately which impact the operations of the entity f) Compliance with relevant legislation 	<ul style="list-style-type: none"> a) MSP b) Annual Plan c) Monthly MANCO reports d) "Crisis" reporting
9. Fund Raising and Revenue Management: To develop and expand KZNFC's sources of funding and incrementally improve annual revenue generation in line with business planning forecast.	<ul style="list-style-type: none"> a) Sourcing additional funding from funders. b) Generating interest on current capital c) Managing cluster revenues d) Evaluate project and funding applications 	<ul style="list-style-type: none"> a) Identified list of potential funders with funding proposals as agreed with CEO - ongoing b) Projects funded as per objectives c) Monthly MANCO reports d) Cluster rates
10. Transformation: To adapt and transform KZNFC business practices to improve organisation's contribution to BBEE	<ul style="list-style-type: none"> a) Annual commitment to transformation containing targets and programmes. b) Employment equity c) BEE procurement spend d) Enterprise development/Supplier development e) Film Fund awards 	<ul style="list-style-type: none"> a) Quarterly BBEE reports to the CEO and Board

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<p>11. Risk Management: To manage the risks of F&A so that liability is minimized and/ or avoided.</p>	<ul style="list-style-type: none"> a) Identifying the risks for the business b) Developing and implementing mitigating measures c) Monitoring and reporting on risks and mitigation measures within the business 	<ul style="list-style-type: none"> a) Risk Management Report with mitigation plans, monitoring and evaluation - Quarterly
<p>12. Human Resource Management</p>	<ul style="list-style-type: none"> a) Update job profiles of team as required by policy b) Update and approve performance agreements of team c) Conduct performance reviews and coaching and complete review documents d) Assign a performance rating to staff and forward to HR for processing e) Identify training requirements and ensure these are undertaken a) Deal with all non-performance and disciplinary matters effectively 	<ul style="list-style-type: none"> a) Implemented Performance Management System according to policy and procedure (planning, coaching, reviewing and rewarding) b) Performance agreements concluded 31 March of each year. Performance assessments completed 15 May each year.

Approved By:

Name:	
Signature:	
Date:	