

**POSITION NUMBER** : 60033240  
**JOB TITLE AND LEVEL** : FINANCIAL MANAGER  
**REPORTS TO** : SENIOR MANAGER: FINANCE  
**LOCATION** : HEAD OFFICE - PRETORIA  
**POSITION STATUS** : PERMANENT  
**POSITION GRADE** : D3

#### Purpose of the Job

External Reporting / Management Accounting. Preparation of accurate, complete, and timely monthly, Quarterly, and Annual financial statements and other reports for the finance business unit. Providing accounting and finance-related support to Postbank management and other internal and external stakeholders (including internal and external auditors).

#### Job Responsibilities

- Responsible for financial planning (budgeting and forecasting for the Bank, including Opex and Capex in accordance with the guidelines and timelines provided by the National Treasury.
- Preparation of monthly management finance reports.
- Co-ordinate the Balanced Scorecard information for Postbank.
- Maintaining the general ledger accounts and cost centre structure to ensure that the Postbank variants on SAP is up to date.
- Monitoring the business unit income statement and balance sheet, and report and analyse all variances timely.
- Identifying deficiencies in internal controls, on the finance related procedures, policies and make recommendations for solutions.
- Oversee the preparation of monthly reconciliations and relevant journal entries within the specified timelines.
- Assist with project planning and ensure there is adequate budget for each project.
- Ensure effective management of expenditure and Accounts Payables (AP) including processing of accounts payables, clearing of GRN, dealing with supplier queries, and review and signing off of reconciliations on AP.
- Ensure efficient management, control and compliance of the function / resources in accordance with the stipulations of the PFMA, fraud prevention and risk management principles, corporate governance, legislation, agreements, company policies, practices, procedures, regulations, Delegation of Authority, etc.
- Preparing and submitting quarterly reports and MTEF & ENE databases to Senior Manager for submission to National Treasury.
- Manage accounts payable section and ensure that payments are made according to the PFMA requirements i.e. paying suppliers within 30 days from date of receipt of an invoice.
- Reviewing of month end Journals and GL account reconciliations.
- Receive and verify authorised invoices prior to processing them. Processing and monitoring payments and expenditures.
- Maintain updated vendor files and accounts payables listing.
- Maintain a filing system for all financial documents.
- Assist Finance Senior manager and CFO with ad-hoc exercises.
- Manage a team of accountants and creditors section.
  - Recruit and develop skilled and talented staff.
  - Manage performance of direct reportees ensuring agreement of annual goals, measuring performance against agreed goals, and dealing with non-performance accordingly
  - Talent management of direct reports, including career development and paths for all staff
  - Ensure that staff receive adequate and relevant training to support their careers.
  - Ensure that the working environment contributes to improving staff morale and increased productivity.
  - Alignment to the bank's transformation objectives through departmental processes

#### Qualifications, Knowledge and Experience

##### Qualifications:

- CA(SA) with at least 5 years post articles experience, bachelor's degree (NQF 7) in accounting/ Finance or related field.

##### Experience:

- At least 3-5 years' experience in complex reconciliations, preparing of financial statements and analysing of financial reports. Banking experience will be an advantage.

## Knowledge and understanding of:

- International Financial reporting standards and the ability to apply revised or new accounting guidelines to the organisation accounting.
- Stakeholder management planning
- Strategy development and implementation
- Strategic process enhancement
- Change Management Methodologies
- Organisational development, management techniques and good business practices
- Project management (principles, practices, techniques and tools)
- Value Chain Management
- Risk and Compliance management.
- Relevant statutes, rules and regulations

## Skills and attributes

- Financial Modelling, Conflict resolution and/or mediation skills, Influencing and Negotiation skills, Financial Management skills, i.e. budgeting, cost benefit analysis and business case development, Advanced verbal and written communication, presentation and selling skills, Conceptualisation and integration skills, Decision making skills, change management, Analytical Thinking and Research skills, Ability to analyse complex problem situations and design effective remedial solutions. Planning, coordination & implementation skills, Accurate numerical computations, analytical and overall quantitative skills, Developing and delivering business strategy (e.g. Turnaround Strategy).
- High level of emotional intelligence, Business Acumen, Business Intelligence/Organisational awareness, Adaptability to change, Effective Communication, Learning Agility, Initiative, creativity, and Innovation, Critical Thinking, Cross Cultural Awareness and sensitivity, Decision Making, Knowledge Management, Managing and developing others, Relationship Building, Resilience, Strategic Thinking, Customer and Client Orientation

## How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentSN@Postbank.co.za](mailto:RecruitmentSN@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

## Closing Date

**08 March 2024**

## Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.