



The South African Health Products Regulatory Authority (SAHPRA), is the National Medicines Regulatory Authority established in terms of the ***Medicines and Related Substances Act, 1965, (Act No. 101 of 1965) as amended***, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

**FINANCIAL MANAGER**  
**Ref No.: SAHPRA 014/2020**

**CENTRE: Pretoria**

**REQUIREMENTS:** • B-Com Financial Accounting. •8 years' experience in Finance Management. •4 years' experience in a management role (Reporting / Budget).

**COMPETENCIES/SKILLS:** • Detailed knowledge and experience with compiling statutory financial reports. •Detailed knowledge of GRAP/RFIS and/or other accounting principles and standards. •Detailed knowledge of budgeting methodologies in the Public Sector. •Detailed knowledge of The Public Finance Management Act (PFMA) and Treasury Regulations. •Knowledge of Preferential Procurement Policy Framework Act (PPPFA) •Advanced Excel and knowledge working on Pastel. •Financial, project and risk management experience. •Good communication and presentation skills. •Negotiation skills. •Research and report writing skills. •Financial, project and risk management experience. •Planning and organising skills. • Performance measurement skills. •Knowledge of MS Office.

**DUTIES: Strategy Implementation:** •Establish and implement a finance strategy for the unit. •Develop and implement the Finance Risk Register. •Design and manage the implementation of Finance tools, policies and procedures. •Develop and maintain a management reporting framework to comply with statutory requirements. •Establish LEAN processes for aligning day-to-day decisions to the strategic plan. •Address tactical and strategic finance issues.

**Accounts Payment and Receivable Management:** •Oversee timely and accurate payment of all claimants and/or suppliers. • Oversee timely and accurate payment of salaries. •Ensure the reconciliation of individual supplier accounts to statements of accounts / invoices. •Ensure the reconciliation of payables aged analysis to GL control account. •Oversee the processing of payroll accruals and recoveries (journal). •Ensure the reconciliation of payroll accounts (Advances, Loans, Savings, Pension, Special Loans, Union, Medical Aid, Garnishee, Auction, Social Club, Allowances, Funeral, Overtime and others). •Posting of batches into the GL. •Oversee timely collection of all receipts and grants. •Ensure the processing and filing of journals. •Reconciliation of all balance sheet accounts including all bank accounts and debtors' account. •Reconciliation and review of expenditure. •Preparation of management accounts. •Processing of depreciation journals into GL. •Processing of approved disposal in the GL.

**Financial Management:** •Manages financial systems and procedures to meet budget requirements as determined by the medium term expenditure framework and strategic plan of

the Authority. •Co-ordinates and prepares annual budget and forecasts to ensure appropriate allocation of organisational resources and to monitor trends and apply corrective action as required. •Consolidate the budget for the division and overall SAHPRA. •Manage the budget spending (Capital and operating expenses). •Assist in coordinating activities for execution of internal and external audits. •Prepares for external audits and management (audit file preparation, creation of supporting schedules) in accordance with prescribed procedures and agreed timeframes. •Liaison with auditors and response queries, as directed by the CFO. •Review of audit trails, reconciliation and submission of SARS returns. •Reconciliation and submission PAYE, UIF & SDL returns. •Completion and submission of Statistics SA returns or any required statistics. •Submission of pension returns. •Ensure the completion and submission of Workers Compensation returns. •Costing Management (Function to be integrated). •Treasury Functions (ensure full integration. **Reporting Management:** •Maintain an effective system to ensure that all financial transactions are recorded in accordance with GRAP and PFMA. •Prepare Management with accurate and timely weekly or monthly finance report and other reports to accurately determine the financial position of the Authority. •Prepare financial statements in alignment with statutory requirements. **Financial Risk and Compliance Management:** •Ensure compliance to financial processes and systems. •Drive the development of Finance policies and ensure compliance throughout the SAHPRA. •Identify and manage risk within the Finance Division. •Ensure compliance with legislative requirements and risk management practices. •Oversee annual Finance risk assessment and audit. •Develop and monitor Finance risk response plan. •Ensure regular auditing of financial process and systems. •Manage and establish processes for checking of compliance with the instructions of national treasury and other legal instructions and bodies. •Monitoring, evaluating and reporting on level of compliance to the financial management policy and procedures. •Implementing and monitoring measures aimed at combating the abuse of the finance system, e.g. fraud, favouritism, corruption, unfair and irregular practices. **People Management:** •Provide leadership and guidance to the Finance team. •Institute career growth and development strategies for staff •Ensure optimal use of capacity within the department. •Manage staff appropriately to ensure optimal performance of the Finance department. •Drive the implementation of the performance management systems and conduct performance management reviews. •Identify and implement training and development plans (PDP) for all staff in the unit. •Ensure compliance in terms of HR mandates and projects. •Advices and take part in recruitment panel. •Ensure proper resourcing of staff and allocation of case work. •Ensure that staff issues are dealt with effectively. •Ensure retention of intellectual capacity of the unit and division. **Knowledge Sharing:** •Provide an advisory service to staff and management on matters relating to Finance Management. •Communicate needs and objectives to key internal and external stakeholders, including suppliers, sales, service, manufacturing and management. •Change in any regulations and procedures (Organisation wide). •Provide applicable Finance Management training, coaching and knowledge sharing to all relevant staff.

**INSTRUCTIONS TO APPLICANTS:** All applications must:

- Be made on Z83 forms (obtainable <http://www.dpsa.gov.za/dpsa2q/documents/forms/employ.pdf> or from any Government department).
- Be completed in full, clearly reflect the name of the position, name and date of the publication (candidates must use the **post reference numbers**), be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s. Applications without the afore-mentioned will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

- A separate application form must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.
- Applications must be submitted by email to [recruitment@sahpra.org.za](mailto:recruitment@sahpra.org.za), including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late or faxed applications will be accepted. CV's will not be returned. Applications, which are received after the closing date, will not be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. SAHPRA reserves the right to fill or not to fill the vacant post/s.

**Enquiries:** Ms S. Molepo, Tel: +27 71 605 1508. Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 25 May 2020 at 16H00