



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION

FINANCIAL MANAGER

Purpose of position

To provide timeous reliable and accurate GEP Company Financial information to various stakeholders and to assist with the daily financial management of GEP.

Key Responsibilities:

- Summarizes financial status by collecting information, preparing financial statements and other reports.
- Timeously prepares general ledger and conducts monthly reconciliations.
- Prepares and facilitates annual Audit.
- Ensures all financial transactions have approved supporting documents and in adherence with all GEP policies and prescribed legislative frameworks.
- Manages employees in the functional area and their performance.
- Extensive skills and experience in and knowledge of financial management.
- In-depth knowledge of the PFMA, procurement legislation, GRAP, GAAP, IFRS and other related regulatory/reporting frameworks.
- Ability to implement internal systems and controls to ensure sound financial management.
- Develop, implement and maintain appropriate mechanisms to timely respond to the changing needs for financial information, the interpretation thereof and render technical advice to the CFO*Ensure that the financial resources of the organization are controlled effective.
- Meet the reporting requirements and standards under the PFMA and financial statements
- Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General.

Minimum Requirements

- A Bachelor's degree in Commerce in Accounting or Financial Management.
- Minimum 8 years' experience in Financial Management with 3 years at Management level
- A valid Code EB driver's licence

Competencies (Knowledge, Skills and Attitudes)

- Risk Management
- Reporting
- Analytical
- Deadline Driven
- Integrity
- Self-driven & independent
- Good interpersonal skills
- Excellent people management and leadership
- Results orientated and able to work under pressure.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security clearance will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: recruitment@gep.co.za, with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.