



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: FINANCE		
15 October 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
FIN: 25/2024	MANAGER: FINANCE AND DISCRETIONARY GRANTS ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R987 098.00 – R1 407 322.00	1

MICT SETA seeks to employ a suitably qualified and competent **Manager:Finance and Discretionary Grants** , to ensure the development, enhancement, communication, reporting, and oversight of the MICT SETA's Grants and Levies Management strategy and framework, along with associated tools and processes. This role aims to ensure the effective operational implementation of all relevant grant and levy processes and statutory regulations, thereby supporting the MICT SETA strategy and mitigating business risks for the organisation

The role will be based at our Midrand Head office and will report to the **Chief Financial Officer**.

MINIMUM REQUIREMENTS:

- Matric/Grade 12 plus NQF Level 7 in Finance / Accounting or equivalent .
- Honours Degree (NQF Level 8) would be advantageous
- SAIPA/SAICA/CIMA would be advantageous
- Completed articles would be advantageous
- Minimum 5 years' in Accounting and Financial Management.
- Minimum of 3 – 5 years Junior management / Supervisory experience operating in Accounting/ Financial management
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- May be required to travel when required.
- Valid driver's license.

ROLES AND RESPONSIBILITIES

Strategic Management

- Collaborate with the CFO to craft a comprehensive strategy and budget for the business unit, ensuring alignment with overarching organisational goals.
- Formulate detailed operational plans that support the execution of strategic objectives, ensuring all efforts are directed towards achieving set goals.
- Oversee the development and execution of operational activities, guaranteeing they align with and advance the strategic objectives.
- Lead the implementation of key initiatives within the unit to support the MICT SETA strategy, driving towards the successful achievement of organisational objectives.
- Continuously assess and evaluate the business unit's progress against operational plans and strategic objectives, ensuring targets are met.
- Utilise business insights to compile comprehensive reports and metrics, facilitating informed decision-making and realignment of objectives where necessary.
- Regulatory and Environmental Adaptation: Stay informed about changes in legislation, regulations, and the technology landscape, adjusting strategies and operational plans proactively to maintain compliance and relevance.
- Work in close partnership with the CFO to ensure the smooth operation of all finance-related activities within the unit.
- Participate in industry forums, conferences, and workshops to gain insights and drive continuous improvement within the business unit.

Grants and Levies Management

- Oversee the efficient and effective management of levies, mandatory, and discretionary grant functions, ensuring compliance with legislative and regulatory requirements within designated time frames.
- Verify the accuracy of grant packs (mandatory and discretionary) against departmental checklists and compliance standards.
- Examine the EFT file for discrepancies, ensuring corrective actions are implemented as necessary.
- Ensure SDL payment details are accurately recorded in the system for allocation and reconciliation purposes per employer.
- Ensure grant payment requisitions are accurately allocated to the correct contracts, with claims reconciled against contract amounts, tranches, and previous disbursements.
- Confirm that mandatory grants are approved by the SSP in the system, ensuring compliance with mandatory grant payment regulations.
- Ensure that accurate invoices and claims are captured in the payment system for precise grant disbursement.
- Accurately file proof of payments in the contract file for future reconciliation and reference.
- Reconcile discretionary grant payments per contract monthly and review the accuracy of mandatory grant disbursement lists.

- Request and verify monthly payroll packs from registered employers for accuracy before payment allocations.
- Engage with registered employers to ensure the correctness of contact and payment details for timely and accurate payments.
- Review and verify all new funding agreements entered into the Commitment schedule.
- Ensure project expenses on the Commitment schedule align with the general ledger for disbursements.
- File records accurately and create quarterly bank detail reports.
- Prepare, review, and approve mandatory grants journals in the system.
- Ensure accurate calculation of Mandatory Grants Liability.
- Ensure accurate quarterly mandatory grants payment.
- Prepare and review balance sheet reconciliations.
- Ensure correct calculation of employers' receivables.
- Assist with monitoring and reporting on monthly internal expenses and provide variance commentary.
- Prepare analysis on SDL files related to inter-SETA transfers in and out.
- Assist with ad hoc activities as required by the business.
- Conduct regular meetings with the SSP department.
- Continuously monitor the effectiveness and efficiency of Levies and Grants processes, implementing improvements to optimally support MICT SETA needs and requirements.
- Provide proactive professional support and advice on strategic projects for the organisation.
- Prepare management accounts and budget variance analysis.
- Ensure sound administration and record-keeping across all Levies & Grants processes and procedures.
- Effectively plan, coordinate, manage, and execute ad hoc projects.
- Oversee the accurate monthly levy upload process.

Operational Management

- Direct and lead the coordination and implementation financial management and reporting systems and processes across all MICT SETA locations.
- Drive and ensure awareness and adherence to Financial Management and statutory reporting protocols within the MICT SETA offices.
- Provide input and coordinate the planning and compilation of the MICT SETA's annual budget aligned to the tactical delivery plans to support the implementation of set objectives.
- Oversee and ensure the maintenance and accuracy of journal entries for the General Ledger and Trial Balance accounts for MICT SETA.
- Oversee and ensure the accuracy of journal entries and all General Ledger reconciliations to ensure accuracy of Trial Balance.
- Ensure timely submission of quarterly and annual statutory returns and resolve all MICT SETA queries in a timeous manner.
- Oversee and ensure the effective management of subsidiary ledgers and timely resolution of all bank transaction related enquiries.

- Review and ensure the accuracy, validity and completeness of creditors invoices processing and ensure that creditors are settled as per Standard Operating Procedures.
- Oversee and ensure the accuracy of information pertaining to mandatory grants.
- Oversee the petty cash process and review all petty cash disbursement vouchers, reconciliations and reimbursements.
- Ensure that funds are collected on time to support the cash flow objectives of the MICT SETA.
- Review the MIC SETA's financial and management accounts and cost centre reports, present to the Chief Financial Officer and distribute in line with Service Level Agreement.
- Oversee and ensure the preparation of Annual Financial statements in accordance with the Public Finance Management Act, and Generally Recognised Accounting Practice (GRAP).
- Oversee and ensure the compilation of the Annual Financial Statement highlights document for publication on the MIC SETA's platforms.
- Monitor the financial month-end process for effective controls and improve where required.
- Oversee and ensure the accurate payment of employees through collaboration with the Human Resources Unit.

Risk and Compliance

- Ensure that the MICT SETA has an established and effective financial management system that includes: Sound legislative and operational framework (approved and implemented departmental policies and procedures, and systems).
- Report on the performance of financial management and accounting processes.
- Provide input into the business unit's risk register in consultation with the Chief Financial Officer.
- Ensure the mitigation of the business unit's risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks.
- Responsible for the coordination and maintenance of quality risk management in line with relevant requirements.
- Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements.
- Manage the internal and external audits.
- Oversee the maintenance and enforcement of all Financial Management and Reporting related Service Level Agreements to minimise business risk and ensure business continuity.
- Ensure adherence in the Financial Management and Reporting team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

Stakeholder Management and Relations

- Build and maintain relationships with all MICT SETA officers including EXCO, the Board and Board Committees for the purposes of expectations management and knowledge sharing.
- Provide advocacy on matters related to management accounting activities to make informed decisions.
- Represent and participate in the organisation's committees and tasks teams when required.
- Convene and attend meetings and present findings and business cases to relevant stakeholders when required.
- Implement timeous communication on progress and challenges in achieving the tactical work plans to impact stakeholders.
- Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.

Financial Management

- Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives.
- Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances.
- Ensure the deployment of proper financial controls to manage the business unit budget.
- Report on and communicate any costs improvements and shortfalls.

People Management

- Assist with the supervision of the team, by planning, assigning and monitoring tasks aligned to deliver on performance objectives and in response to changes in processes.
- Provide support in the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of supervised talent.
- Provide support in creating a high-performance culture and manage team performance effectively and provide input into the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Provide support in the management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.

PROFESSIONAL REGISTRATION OR LICENCE REQUIREMENTS

- SAIPA/SAICA /CIMA

KNOWLEDGE

- Knowledge of Public Service Act, Public Financial Management Act.
- Knowledge of the SETA sector and its regulatory and legislative framework.
- Experience in managing people and projects
- Knowledge of governance and public sector management planning and reporting requirements.
- General Financial Management
- Generally Recognised Accounting Practice (GRAP)
- Income Tax Act (1962) as Amended

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

BEHAVIOURAL COMPETENCIES

- Organisational and planning
- Decision making
- Problem solving and analysis
- Emotional Intelligence
- Interpersonal relations
- Team leadership
- Resilience
- Attentive to detail and accuracy

FUNCTIONAL COMPETENCIES

- Strategic Capability and leadership skills
- Stakeholder management and relations
- Financial Reports and Presentations
- Financial Management
- Payroll Management
- Project Management
- People Management
- Report/Business Writing Skills
- Communication (Verbal and Written)

- Change Management
- Conflict Management
- Risk Management

Application:

Please click the link to apply <https://forms.office.com/r/tWuzsFYFav> by no later than **24 October 2024**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)