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The Education Labour Relations Council (ELRC) is a statutory council, established in terms of Section 37 of the Labour Relations Act, No 66 of 1995 as amended. It operates in the Public Education Sector, providing services to the Department of Basic Education, Trade Unions and educators in the interest of the South African Public.

The ELRC's primary objective is to: • Promote and maintain labour peace in education • Prevent and resolve labour disputes in education • Promote collective bargaining in relation to matters of mutual interest.

The ELRC wishes to fill the following vacancy:

Chief Financial Officer

Centurion

All-inclusive remuneration package of R1 446 433.00 per annum

Non-Negotiable

(Grade E2) (Ref. ELRC/CFO)

This position will be reporting to the Accounting Officer.

Requirements:

- A Bachelor's degree qualification in Accounting and Financial Management (An MBA/MBL/BS/CPA/CA/ NQF Level 8 equivalent (SA), SAICA articles training will be an added advantage) • At least 10 years' accounting and financial management experience with at least 5 years at Senior level • Extensive knowledge of and working experience in Public Sector financial management • Knowledge of the International Financial Reporting Standards (IFRS) for Small Medium Enterprises (SME's) & PPPFA. Knowledge of PFMA & relevant Treasury Regulations will be an added advantage. • Knowledge of the relevant laws • Ability to interpret financial statements • Knowledge of Accounting standards and tax legislation • Statistical skills • Ability to work on Case ware • Good strategic and analytical skills and experience interpreting a strategic vision into an operational model • Project management skills • Planning and organising skills. • Mature and proactive • Deep understanding of and experience with Budget audits; • Past experience in partnering with ICT staff to manage critical financial management systems • An effective communicator at all levels in the organisation, with strong oral and written skills and willingness to share information with relevant stakeholders • Demonstrate passion for the Council's mission, a hands-on manager with integrity and a desire to work in a dynamic environment. • Knowledge and understanding of Supply Chain Management processes • Risk Management Skills • Health, Safety and Environment skills

- **Key performance areas:**

This is an Executive Managerial position and it is expected that the successful candidate will have extensive experience in the duties associated with this portfolio,

which are: • Leading and directing the strategic and operational planning process of the Council • Assisting the Accounting Officer in establishing the strategy and supporting objectives for the ELRC Secretariat • Oversee all accounts, ledgers and reporting systems, ensuring compliance with IFRS, regulatory requirements and Budget audit requirements • Overseeing internal and external audits • Overseeing the delivery of reports to Audit and Risk Committee and EXCO • Overseeing the month-end and year-end accounts closure process • Overseeing the quarterly and Annual Financial Statements and supporting documents • Manage cash flow and forecasting • Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operation needs • Being a key contributor to the Senior Management team • Providing strategic direction for financial accounting within the Council • Managing risk • Oversee the effective functioning of the Supply Chain Management Unit (SCM).

Team Management: Mentor, develop and direct the Finance & SCM team, managing work allocation, training, problem solving, performance evaluation and developing both the Finance & SCM team towards operational and reporting excellence.

The successful candidate will be subjected to security vetting and a competency assessment and will also be required to enter into a performance agreement with the General Secretary on an annual basis, renewable after a satisfactory performance evaluation.

Interested candidates must forward certified copies of their qualifications with a detailed Curriculum Vitae, marked “Confidential” for the attention of the HR Department via post to Private Bag X126, Centurion 0046 or hand delivery at 261 West Avenue, ELRC Building, Centurion, or via e-mail at recruitment.hr@elrc.co.za. Please note that the maximum e-mail size should not exceed 5MB.

Enquiries can be directed to Mr Nkanyiso Mhlungu on (012) 663-7446.

The closing date for receipt of applications is 22 February 2019 at 16:00

The ELRC is an employer committed to employment equity and, as such, women and people with disabilities are encouraged to apply.

The Council reserves the right not to make an appointment. If you have not heard from the ELRC within 30 days of the closing date, please accept that your application has been unsuccessful.