



SMALL ENTERPRISE DEVELOPMENT AGENCY

a member of the dti group

JOB PROFILE

JOB TITLE	Specialist: Budgeting and Finance
JOB GRADE	TBA
REPORTING TO	Manager - Operational Assessment and Analysis
MAIN PURPOSE OF THE JOB	Oversee the financial and accounting function of EDD National Office. This entails continuous co-ordination; analysis and reporting on various financial activities in line with the overall Seda Financial strategies as well as the Seda business plan.
NO OF INCUMBENTS	One
LOCATION	Seda National Office: Sunnyside
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ❖ Three year tertiary qualification in Accounting or Business Management with Financial Management / Accounting as a major subject. ❖ 3-5 years practical experience in financial and operational analyzing within a corporate environment. ❖ Extensive knowledge of GAAP, PFMA and Treasury Regulations King II Report and Corporate Governance system, knowledge and understanding of principles, IFRS, account processing, cash flow control and payment principles. ❖ Conversant with the use of financial/accounting systems such as Pastel and/or Accpac ❖ Experience in coordinating, analyzing and reporting on operational and financial activities in a corporate environment.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Financial Planning for the Enterprise Development Division (EDD). ❖ Budgeting for EDD. ❖ Financial support and advice to the whole EDD. ❖ Financial reporting on all activities within the EDD ❖ Financial accounting policies and procedures(including Supply Chain Management policies) ❖ Financial control and payments

CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Financial experience, ❖ MS Office, Very strong Microsoft Excel skills, ❖ Operations understanding, ❖ Management information, ❖ Analytical abilities, ❖ Work under pressure, ❖ Integrity, ❖ Accuracy ❖ Communication (verbal & written), ❖ Assertiveness, Planning & Organising and control, Innovation
ADDITIONAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Confidentiality, ❖ Excellent reconciliation capabilities, ❖ Responsible ❖ Effective financial calculation capabilities, ❖ Punctual, ❖ Problem solver, ❖ Performance orientation, ❖ Strategic thinking
	<p>To apply, please send your CV to recruitmentpad@seda.org.za Please state the position you are applying for in the subject line. Closing Date: 22 February 2012</p>