



BOXING SOUTH AFRICA

HATFIELD FORUM EAST, 1077 ARCADIA STREET, HATFIELD, 0001, PRETORIA

TEL: +27 (12) 765 9600

E-MAIL: MAIL@BOXINGSA.CO.ZA | WEBSITE: WWW.BOXINGSA.CO.ZA

BOXING SOUTH AFRICA HAS THE FOLLOWING VACANCY AVAILABLE:

Manager: Financial Management and SCM

Reference: 01/HRM/2023

Salary Level: 11

Salary Package: R 766 584.00 per annum (Excluding Benefits)

REQUIREMENTS: The ideal candidate must be in possession of a relevant 3-year National Diploma or equivalent qualification in Accounting/Public Finance and more than three years appropriate experience at supervisory level after obtaining the minimum qualification and more specifically in budgeting, Audit, SCM expenditure and reporting services. B-degree will be an added advantage.

KEY RESPONSIBILITY: The purpose of this post is to render a support service to the Chief Financial Officer in terms of budgeting, Audit, Expenditure, and reporting services. Assist with the coordinate the institution's budgetary processes and compile budget inputs. Assist with the administration of virement processes, rollovers, and approval processes. Develop and maintain in-year monitoring financial reports. Coordinate processes for the compilation of adjustment estimates and develop and maintain in-year monitoring financial reports. Assist in compiling financial reports in line with the operations of Boxing SA and prepare annual financial statements. Manage the SCM unit of BSA in line with the National Treasury Regulations and other related legislation incorporating the PFMA. Implement SCM Strategy in line the National Government and departmental transformation agenda. Monitor the implementation of the Audit Action plan of the finance and SCM department. Provide technical assistance with the development and maintenance of Boxing SA's expenditure management policies, systems, tools, and procedures. Manage and control the processing of payments through a computerized system. Assist with the analysis of expenditure control reports and report thereon with a view to initiate corrective action. Manage cash flow, debtors, and suspense accounts. Manage the collection and accounting of revenue. Manage bank reconciliation processes. Manage the provisioning of pre-audit services. Provide technical advisory services to all Boxing SA Managers. Supervise and quality control work of sub-ordinate staff inclusive of the effective and efficient utilization of allocated resources.



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PERSONAL SKILLS: Apply strategic thinking. Excellent interpersonal and communication skills. Citizen Focus and Responsiveness. Diversity Management. Impact and influence. Managing Interpersonal Conflict and Resolving Problems. Problem Solving and Decision Making. Strong analytical, negotiations, organisational and general management skills. Ability to work in a multi-cultural environment. Ability to build teams in an enabling environment to achieve common objectives. Self-motivated with the ability to work independent.

Please Note: All candidates must be South African citizens or permanent residents. The position is based in Pretoria (Hatfield). Short-listed candidates will be vetted, and appointments will be subject to positive vetting results. All applicants are compelled to declare any criminal, disciplinary cases (pending and finalized) and or negative credit records in their applications. Boxing South Africa is an equal opportunity and affirmative action employer. It is our intention to promote representatively in the Entity through filling of posts and we reserve the right not to fill a position.

Applications must be accompanied by a covering letter, a comprehensive CV indicating three reference persons with the following information: name and contact numbers as well as an indication of the capacity in which the reference is known to the applicant, certified copies of qualifications, ID copy and driver's license not certified more than three months and failure to submit all the required documents will lead to application not being considered. **No late or faxed** applications will be considered. Short listed candidates must avail themselves for an interview on a date, time, and venue to be determined by Boxing South Africa. Due to large volume of applications envisage, correspondence will only be entered into with short listed candidates. If you have not been contacted within 3 months after closing date of this advertisement, please consider your application unsuccessful.

Please forward your application, quoting the relevant reference number to Boxing South Africa, PO Box 1347, Southdale, 2135. For hand deliveries: 2nd Floor Hatfield Forum East, 1077 Arcadia Street, Pretoria. Email: Applications@boxingsa.co.za. Application must be accompanied by the relevant documentation as indicated above. For any further information on the post please contact Ms. Khanyisa Dambuza on **(012) 765 9600**: from 08:00 – 16:00.

Closing date: 24 March 2023