



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

SUPPORT CHIEF FINANCIAL OFFICER (CFO)

Central Office

Reference BCC1021/01

SL12 (starting notch R869 007 CTC PA)

6 months College Council fixed term appointment

Forward your application to email address: bcc1001@bcccollege.co.za

REQUIREMENTS

Matric or NCV Level 4; with a recognised 3 year Bachelor's degree/Advanced National Diploma (NQF level 7) in Commerce, Accounting or Financial Management or equivalent qualification, 5 to 10 years work experience in an overall financial management and reporting role, Minimum of 5 years' proven experience at senior management level. Must be registered as Chartered Accountant; Experience with GRAP standards; Experience with budget development; Valid driver's license.

KEY PERFORMANCE AREAS

Assist with preparation of Annual Financial Statements ; Assist the Deputy Principal: Finance with Audit activities; Assist Deputy Principal: Finance with budget development; Assist the Deputy Principal Finance with management of Supply Chain Management; Oversight and reporting on National Skills Funds projects, Financial oversight and reporting on new campuses and infrastructure grants projects, Provide reports and input for meetings for all financial related submissions, Assist with development and review of financial policies, Ad hoc reporting and General Support to Deputy Principal Finance.

SKILLS AND COMPETENCIES

The establishment of clear reporting channels and responsibility lines, policies and procedures; the co-ordination and integration of the plans and operations for BCC's role players; Better administration, management and effective monitoring of Finance Unit; Strengthen communication and interaction with internal and external stakeholders.

ALL PERMANENT EMPLOYEES WILL BE SUBJECTED TO A YEAR'S PROBATION PERIOD AND FIXED TERM EMPLOYEES TO SIX MONTHS.

CLOSING DATE: 10 November at 15:30

Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address as set in each advert.

Applications sent to incorrect email addresses will regrettably not be considered

Candidates who are suitably qualified for the above positions should submit a, a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related references ; Late and incomplete applications will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 704 9275.

Application forms and the full advert are available on our website, www.bcccollege.co.za.

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.