



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

**CHIEF FINANCIAL OFFICER (CFO)/CORPORATE SERVICE MANAGER**

(This position is titled as a Corporate Service Manager (CSM) as per the Social Housing Act and reports to the Chief Executive Officer)

Contract period: 5-year performance-based contract

Parktown, Gauteng  
Salary Negotiable

<b>Purpose</b>	
<p>The main purpose of the CFO/CSM is to manage that the support services provide the correct standard and quality of service to SHRA to support optimal organisational functioning and to develop and manage the budget for Corporate Services. Corporate Services includes Finance and Supply Chain Management, Human Resource Management, Information Technology Management, Document and Information Management and Legal Management.</p> <p>Key stakeholders the CFO/CSM will engage with are:</p> <ul style="list-style-type: none"> <li>• The Council</li> <li>• National Department of Human Settlements</li> <li>• Public Entities</li> <li>• Banks</li> <li>• National Treasury</li> <li>• CEO</li> <li>• Senior Management</li> <li>• Staff</li> <li>• SETA</li> <li>• Department of Labour</li> <li>• Service Providers</li> </ul>	
<b>Key responsibilities</b>	
<b>Key Performance Areas</b>	<b>Activities</b>
<p><b>Business Strategy Leadership</b></p>	<ul style="list-style-type: none"> <li>• Support developing the SHRA Strategy through participating in the strategy workshops and interventions, providing corporate services input and feedback and submitting relevant strategic input and documentation required for the final strategy by the agreed deadline</li> <li>• Participate in developing the Annual Performance Plan (APP) and operational plans that are aligned with the SHRA strategic plan through participating in the workshops and interventions, providing corporate services input and feedback and submitting relevant input and documentation required for the final approved plan by the agreed deadline</li> <li>• Communicate the APP and operational plans with all relevant employees and stakeholders through formal and informal discussions and presentations by the agreed deadline</li> <li>• Develop and gain approval of the Unit Business Plans through developing the plan, checking for alignment with and support of the SHRA strategy and APP, amending with feedback and submitting the final approved draft by the agreed deadline</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage the Unit resources to deliver the Unit objectives through defining required deliverables, standards and deadlines, allocating resources and communicating with all staff by the agreed deadline</li> <li>• Manage that corporate services policies and procedures are updated annually in line with the deadlines by reviewing policies, identifying opportunities for improvement, updating policies, submitting for approval, implementing amendments gaining approval from Council and implementing annually</li> <li>• Manage that corporate services risks are managed by identifying risks, placing them on the risk register, developing and implementing mitigation strategies and managing that risks are monitored on an ongoing basis and reported on quarterly</li> <li>• Resolve challenges hindering or threatening the successful achievement of the Unit objectives through identifying the challenges, diagnosing the issues, addressing the issues and resolving daily and monthly</li> </ul>
<b>Budget Development and Management</b>	<ul style="list-style-type: none"> <li>• Develop and implement the budget policy and processes by incorporating and complying with required legislation and good practice guidelines on an annual basis</li> <li>• Develop the annual Projects Development budget through the Medium Term Expenditure Framework (MTEF) process in accordance with National Treasury guidelines by reviewing the collated Unit budgets, managing alignment of the budgets to the financial strategy and objectives of the SHRA and submitting to the CEO for approval by the annual deadlines</li> <li>• Secure Council approval of the budget by incorporating any MTEF submission changes, communicating adjustments to SHRA Units, presenting the final budget to the Council on an annual basis</li> <li>• Monitor and report on utilisation of the Projects Development and overall SHRA budgets through gathering required performance and expenditure reports and reporting to CEO, Council and the Unit on a monthly basis</li> <li>• Manage that the delegations of authority for budget spending are implemented according to the policy by communicating the policy to the organisation and monitoring progress through internal audits and risk management processes on an annual basis</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Develop the financial strategy by reviewing the organisational strategy and plans and developing a financial strategy that support organisational sustainability and fulfilling of the mandate annually</li> <li>• Identify and manage the implementation of up to date and compliant accounting standards within SHRA by researching and receiving updates of adjustments or changes to accounting standards from the relevant accounting and auditing authorities as and when relevant</li> <li>• Review and implement accounting policies in line with the financial strategy, MTEF and legislature guidelines by the agreed deadlines</li> <li>• Manage statutory compliance of SHRA by overseeing the submission of all statutory returns and reports by the required deadlines (monthly, bi-monthly, bi-annually and annually)</li> <li>• Approve payments by reviewing captured payment batches and releasing payment as second authorisation on a weekly basis</li> <li>• Manage the cash flow by reviewing cash forecasts (assets, liabilities and commitments) and implementing corrective action if required on a monthly basis</li> <li>• Manage the Grant, Operating financial results of SHRA by reviewing the costs, budgets, operating policies and financial trends, addressing high risk areas, recommending amendments where necessary and escalating recurring issues monthly and as required</li> </ul>

	<ul style="list-style-type: none"> <li>Review and maintain effective financial processes and procedures by reviewing the internal financial processes, researching good practice and implementing corrective action or improvements on a monthly basis and as required</li> </ul> <p>Manage the preparation of financial statements by reviewing draft financial statements, reviewing them for accuracy and finalising with the Auditors annually</p>
<b>Treasury Management</b>	<ul style="list-style-type: none"> <li>Develop the investment and treasury management policy by understanding relevant regulation and Acts, defining the treasury management framework and documenting the accepted SHRA treasury management practice and submitting for approval annually</li> <li>Develop the Investment and treasury management strategy and plan annually by gathering required data, developing the framework, defining targets, defining approach to achieve targets and submitting for approval and review by the annual deadline</li> <li>Review and manage the investment performance and make amendments to optimise returns in line with the policy by tracking performance monthly and amending approach or framework, documenting and submitting for approval as required</li> <li>Manage investments to ensure optimum funding levels by receiving funds, allocating to investment options, managing the release of funds as required and adjusting fund levels based on the business needs monthly</li> </ul>
<b>External and Internal Audit</b>	<ul style="list-style-type: none"> <li>Complete the annual external audit process by preparing for the external audit, addressing any queries as arising out of the audit and engaging with the external auditors on an annual basis</li> <li>Address identified actions arising from the audit and build business compliance and resilience to facilitate an unqualified Audit annually</li> </ul>
<b>Risk and Compliance Management</b>	<ul style="list-style-type: none"> <li>Develop and manage the organisational risk framework and matrix by identifying organisational risks, prioritising risks, implementing corrective and contingency measures and reporting to the CEO and Risk and Audit Committee as required</li> <li>Monitor the risks of the SHRA by tracking the environment, monitoring implementation of risk mitigation measures and reporting on risk quarterly</li> <li>Manage compliance by monitoring implementation of policies, procedures and statutes in the environment, identifying areas of non-compliance, implementing corrective action and reporting on compliance as required</li> </ul>
<b>Supply Chain and Asset Management</b>	<ul style="list-style-type: none"> <li>Review and manage the SCM framework, policy and processes by reviewing and incorporating the Public Finance Management Act and good practice, communicating to staff and managing implementation by the SCM Unit on an annual basis</li> <li>Manage the development and implementation of the SCM annual procurement plan in line with the SHRA strategy and APP on a monthly basis</li> <li>Manage that compliant SCM practice is implemented by monitoring spend, checking for complaint tendering and appointment practice and addressing non-compliance when required</li> <li>Manage the implementation of treasury regulations by reviewing regulation amendments, updating policies, procedures and practices, communicating amendments and monitoring compliance as required</li> </ul>
<b>Corporate Services Management</b>	<p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>Manage the development of the Human Resources strategy and plan for SHRA through developing the framework and reviewing the HR strategy and plan that is developed, providing input and presenting the strategy and plan to the CEO for approval annually</li> </ul>

- Manage the development and implementation the HR policy and procedures through monitoring the review of existing policies, and managing communication and compliance with policies and procedures across SHRA on an annual and monthly basis
- Manage that SHRA has an enabling and supportive organisational culture through managing that an annual culture survey is conducted, findings are evaluated in line with strategic priorities, interventions are designed that address culture challenges and needs and measures are implemented to track culture shifts and progress towards creating an ideal SHRA culture on an ongoing basis
- Manage that the Human Resources administrative requirements are delivered through checking quality implementation of procedures and addressing inconsistencies within the agreed service level agreement
- Resolve escalated HR queries and provide required support through receiving the queries, reviewing, referring appropriately or addressing and tracking resolution of queries within agreed defined standards
- Manage that the organisational performance management (PM) system is successfully implemented by managing that effective PM scheduling is conducted, PM system and schedule is communicated, PM training is conducted and required PM outcomes are delivered and reported on quarterly, every six months and annually
- Manage that quality talent management is delivered through managing that the recruitment, induction, retention, transformation, diversity and exit processes are implemented and SHRA talent operates optimally on an ongoing basis
- Manage that all legislative and compliance requirements are complied with and delivered to standard through managing that all annual reporting is completed and on time and to defined standards
- Manage that all legislative and compliance requirements are complied with and delivered to standard through managing that all annual SETA reporting is completed on time and to defined standards
- Manage that the SHRA work-force is skilled to be able to conduct their duties through managing that annual skills audits are conducted, skills gaps are identified, individual development plans are developed, organisational training and development plans are created and training is delivered to address organisational skills needs monthly and annually
- Manage the training and development budget through managing that training procurement is conducted compliantly, training provided meets an organisational training need and that training provided is valuable and beneficial on a monthly and annual basis

#### **Information and Communications Technology Management**

- Manage that the Information Technology strategy and plan for SHRA is developed and approved through overseeing the strategy development process, setting deadlines, communicating the strategy and participating in the final strategy approval on an annual basis
- Manage that the IT policy and procedures is updated, developed and implemented by participating in the policy and procedure review process, managing that the policies and procedures are updated annually and that they are trained and complied with across SHRA on an annual and monthly basis
- Manage that all legislative and compliance requirements are complied with and delivered to standard through managing that all monthly and annual IT reporting is completed on time and to defined standards

	<ul style="list-style-type: none"> <li>• Manage that a quality disaster recovery plan (DRP) is developed, tested and implement by defining the DRP, approving it, managing that test cases are created and implemented and measuring that the DRP is effective and well communicated as per the DRP test schedule</li> <li>• Manage the compliant and cost effective implementation of IT infrastructure and resources through managing that the IT requirements are scoped and defined, procurement procedures and policies are complied with and an integrated, effective and efficient systems architecture is developed with all interacting systems on an annual basis</li> <li>• Manage that quality IT support is provided through managing the development of IT Support defined standards, measuring delivery against these defined standards and addressing non-compliance on a monthly and ongoing basis.</li> </ul> <p><b>Document and Information Management</b></p> <ul style="list-style-type: none"> <li>• Manage that the Document and Information Management strategy and plan for SHRA is developed and approved through overseeing the strategy development process, setting deadlines and participating in the final strategy approval on an annual basis</li> <li>• Manage the establishment and management of an effective document and information management and archiving system by understanding good practice, developing systems and implementing as required</li> <li>• Manage the delivery of the Document and Information management services by defining performance standards, tracking delivery against standards and addressing non-performance and issues as required</li> <li>• Manage the Document and Information Management budget by tracking expenditure, motivating budget utilisation and addressing non-compliance within defined procedure and timelines</li> </ul>
<b>Legal Management</b>	<ul style="list-style-type: none"> <li>• Manage that the Legal Support strategy and plan for SHRA is developed and approved through defining the strategy, setting deadlines and participating in the strategy approval on an annual basis</li> <li>• Manage that the organisational legal risks are identified and mitigated by identifying risks, developing recommendations on mitigating and implementing approved recommendations within deadline</li> <li>• Manage that the contractual agreements and legal action taken supports the business to perform optimally by evaluating all legal services provided and aligning with organisational objectives and strategy monthly</li> <li>• Manage that the legal services targets are set and achieved by the agreed deadlines by defining goals, communicating to legal services team, allocating individual deliverables, monitoring progress and addressing impediments hindering successful delivery monthly</li> <li>• Manage that the SHRA Units receive quality legal support and guidance as and when required by monitoring legal advice provided and checking against good practice</li> <li>• Manage the Legal Services budget by tracking and tracing expenditure, motivating budget utilisation and addressing non-compliance within defined procedure and timelines</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>• Build capacity within the team through developing skills and competencies, addressing development needs and providing coaching and mentoring support on an ongoing basis and in monthly individual performance discussions</li> <li>• Monitor, evaluate and manage the team performance through implementing the HR policy, implementing performance process and, when required,</li> </ul>

	<p>instituting compliant disciplinary action within the approved defined standards and on an ongoing basis</p> <ul style="list-style-type: none"> <li>Recruit quality team members to support the team and organisation and the achievement of its objectives and strategy through defining the role requirements, identifying critical competencies, testing for these competencies and appointing within the HR and EE policy guidelines as and when required</li> <li>Build a cohesive, high performing team through motivating, guiding, coaching, mentoring and leading in a fair and consistent manner to deliver on the organisational performance and strategic requirements</li> </ul>
<b>REQUIREMENTS</b>	
<p><b>Qualifications/Knowledge</b> (including most relevant field of study)</p> <ul style="list-style-type: none"> <li>Qualified and accredited Chartered Accountant or other relevant qualification is required</li> <li>Extensive PFMA knowledge required</li> <li>MBA or equivalent (NQF 7) is preferred</li> <li>Competent computer literacy levels</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>7 years as CFO or Corporate Services Manager is required</li> <li>8 years senior leadership experience</li> <li>3 years Council interaction experience</li> <li>10 years financial management related experience</li> <li>5 years public sector experience</li> </ul>
<b>Leadership, technical and behavioural competencies</b>	
<ul style="list-style-type: none"> <li>Organisational Awareness and Effectiveness</li> <li>Accounting</li> <li>Bookkeeping</li> <li>Budgeting and Budget Management</li> <li>Creditor Control</li> <li>Financial Management</li> <li>Data Interpretation</li> <li>Accuracy, Precision and Attention to Detail</li> <li>Analytical Thinking</li> <li>Compliance</li> <li>Decision Making</li> <li>Ethics and Integrity</li> </ul>	<ul style="list-style-type: none"> <li>Resource Management</li> <li>IT Use</li> <li>Business and Financial Modelling</li> <li>Management Information Reporting</li> <li>Project Financial Management</li> <li>Legislative Awareness and Expertise</li> <li>Risk Mitigation and Management</li> <li>Regulatory Enforcement</li> <li>Action Orientation</li> <li>Conflict Resolution and Resilience</li> <li>Drive to Deliver</li> <li>Problem Analysis, Solving and Trouble Shooting</li> </ul>

**Note:** SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to [recruitment@shra.org.za](mailto:recruitment@shra.org.za). The closing date for applying is 14 January 2022.