



Role:	Finance Lead
Incumbent:	
Accountable to:	CEO
Job Grade:	D1
Main purpose of this role:	<p>To lead and manage the TSIBA Business School (TSIBA Education NPC) Finance Department to ensure;</p> <ul style="list-style-type: none">- The professional planning, implementation and management of efficient financial management systems and processes- The professional management of the financial administration of the TSIBA Education Trust- The integrity of financial and related governance processes and credibility with all stakeholders- Full legal and statutory compliance of the TSIBA Business School and the TSIBA Education Trust

Key Performance Areas/Responsibilities:	
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KPA 1: Financial Planning and Controls (35%)

- Manage an efficient technical financial system - produce comprehensive management accounts and reports on a timeous basis that are relevant to decision-making processes and include reflecting actual expenditure relative to budgets and reconcile income statements to cash flow.
- Identify, create and amend all relevant financial policies and procedures.
- Conduct timeous and ongoing financial analysis ensuring alignment with the strategic objectives and goals of TSIBA Business School and the TSIBA Education Trust
- Prepare relevant financial reports for the relevant executive teams and oversight bodies in TSIBA
- Monitor TSIBA's Investments and Cash Flow requirements
- Responsible for managing the short and long term budget preparation, monitoring, forecasting and reporting
- Assist the TSIBA Fundraising team with specific budgetary requirements of proposals
- Financial leadership and management of TSIBA Business School Tuition Fee income

KPA 2: Company Secretarial and Governance (30%)

- Planning and preparation of year-end and relevant audits, cooperation with TSIBA internal functionals and finalisation of Annual Financial Statements for TSIBA Business School and the TSIBA Education Trust
- Ensure compliance of auditor recommendations for TSIBA Business School and the TSIBA Education Trust
- Full management of SARS compliance requirements in support of institutional objectives and SARS regulatory environment, including VAT management and compliance
- Ensure legal and statutory compliance of the TSIBA group of companies wrt SARS, CIPC, DSD
- Assist with the preparation of pre-reading documentation and attend Audit & Risk, Sustainability Committees and other relevant decision making bodies in TSIBA

KPA 3: Manage our Financial System (15%)

- Keep financial systems licencing up-to-date
- Ensure that Finance personnel and staff are adequately trained in the use of the financial system
- Ensure online-banking facility is maintained and correctly administered

KPA 4: TSIBA Asset and Inventory Management (5%)

- Maintain SOP on Inventory Management within TSIBA Business School
- Implement and monitor Inventory Management System
- Keep track of TSIBA assets and update the asset register on a regular basis

KPA 5: Manage TSIBA finance team

- Day to day work allocation and supervision of finance team
- Training of Finance team members on ongoing basis
- Training of other internal stakeholders in relevant aspects of financial controls

Additional: (15%)

- Participation in Exco as required
- The ability to perform any other financial activity when another member of Finance Team is unavailable to do so

Competencies Required:	
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- Leadership and integrity
- Strategic planning and financial management
- Efficient and well organised
- Excellent communication skills

Experience and Qualifications:	
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| <ul style="list-style-type: none"> • Finance degree or and a minimum of five years experience at Financial Management level • Strong understanding and knowledge of legislation with regard to SARS, SDL, EE, Labour and other accounting regulations (GAAP, IFRS) • IC and/or Xero Accounting system proficiency and taking all accounting processes to Trial Balance • Payroll administration experience • Knowledge and experience of Companies Act and Income Tax Act and other relevant SA legal and financial requirements • Senior Financial Management experience of all aspects of the accounting processes including planning, budgeting, management and control, cash flow management and performance management • Company Secretarial experience |
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Attitude and Fit:	
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| <ul style="list-style-type: none"> • High work ethic and integrity <ul style="list-style-type: none"> • Embrace & align with TSIBA values including, Purpose-lived, Entrepreneurial, Culture and Leadership • Committed to personal and professional development (Attitude, Passion, Skills) • Service excellence orientation • Works well in a team and individually • High moral and ethical responsibility • Willing to share and transfer knowledge • Innovative and willing to try out new ideas • Able to work with young people on different levels • Demonstrates an understanding of students, their background and related issues • Accurate and methodical • Flexible and adaptable to changing situations and circumstances |
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Monitoring and Evaluation	
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None
