

ROLE PROFILE

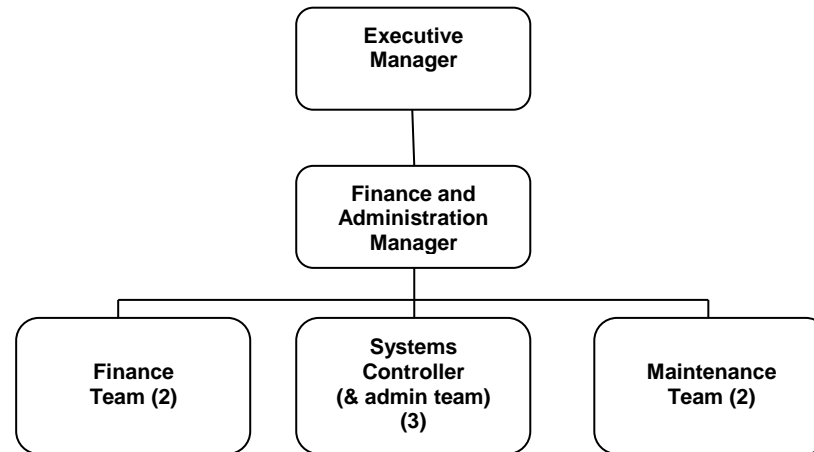
Job title: Finance and Administration Manager

Division and job family: Finance and Administration

Date of profile: 2 September 2015

Role profile compiled by: HR Officer
Edited and approved by: Executive Manager

Position in organisation / reporting Structure:



Job purpose statement:

The purpose of the job is to manage the full financial function of the Trust, as well as administration functions including systems, IT, maintenance, physical security and reception.

Outputs:	Success measures:	Key tasks:
Financial management	<ul style="list-style-type: none"> • No instances of financial mismanagement • Financial regulations, legislation and restrictions adhered to in each instance • Financial irregularities are immediately reported in each instance • Policies and procedures are up-to-date and relevant • All payments made by due date • Reconciliations completed within agreed deadlines • All accounting and financial management protocols adhered to in each instance • Active and strategic problem solving displayed in each instance • No qualified audits • All risk factors in managed healthcare are managed appropriately, as per agreed guidelines 	<ul style="list-style-type: none"> • Managing all financial aspects of Robin Trust • Planning and directing the activities of the finance department • Reviewing existing financial policies and procedures and developing new policies and procedures as required • Submitting claims in accordance with funders stipulations • Managing and monitoring the receipt of payments from government, partnership organisations and clients including students and in-patients • Making all EFT and cheque payments with 2nd or 3rd authorised person and in conjunction with input from Creditors Clerk • Monitoring payments of HWSETA stipends and payments received from HWSETA • Managing escalated client queries in relation to finance • Managing cash flow and cash management • Reconciling all creditor, debtor and cash accounts • Ensuring that VAT reconciliations and the necessary returns are completed • Coordinating all financial audit activities, working with lead auditors, ensuring that non-conformances are addressed and closed out • Ensuring adherence to all accounting and financial management protocols • Working on feasibility and business plans for new venture together with Executive Manager and Trustees • Controlling and reporting on Robin Trust bursary scheme • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly • Participating in management forums, subcommittees and task teams, and attending Robin Trust events • Managing risk factors in managed healthcare

Outputs:	Success measures:	Key tasks:
Financial reporting	<ul style="list-style-type: none"> • All information and report submission deadlines adhered to in each instance • Accuracy of reports ensured in each instance • Past financial performance and future financial probability projections provide required detail in each instance • Report content accurate and appropriate for use • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Developing financial management and statistical reports for executive management and trustees • Developing reports for forecasting, trending and results analysis • Preparing monthly income and expenditure reports for executive management • Preparing and submitting all annual reports as per statutory and auditor requirements • Monitoring the organisation income and expenditure and reporting any deviations • Monitoring and reporting of cash flow on a daily basis • Monitoring, identifying and communicating over-expenditures timeously to executive management • Reporting on business units viability and making suggestions for improvement • Preparing and communicating monthly and annual financial statements and other reports as required
Financial budgets and costings	<ul style="list-style-type: none"> • Budgets are submitted by deadline and in line with prescribed policies and procedures in each instance • Budgets and budget accounts requirements are adhered to in each instance • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Monitoring income and expenditure, and developing budget monitoring systems • Implementing appropriate cost and approved tariff rates • Developing and communicating full set of budgets and budget accounts • Budget drafting (annual and projected income and expenditure budgets) in conjunction with the Executive Manager and obtaining Board of Trustee approval for same, thereafter ensuring that budgets are implemented and all activities tracked and recorded, including monthly management accounts including variances

Outputs:	Success measures:	Key tasks:
Payroll management	<ul style="list-style-type: none"> • No payroll irregularities • Salaries and wages paid on or before monthly payment date • All third party and statutory returns submitted according to deadlines • All payroll data conforms to employment contracts • Scheduled audits completed as per deadlines • No non-conformances reported in external audits • Accurate information provided to stakeholders • Clear and open lines of communication maintained with all stakeholders 	<ul style="list-style-type: none"> • Managing the full salaries administration and completion and submission of all third party and statutory returns • Processing the contract and permanent staff member payroll on a monthly basis • Loading new employee details onto the VIP system according to their employment contract specifications from HR • Actioning adhoc additional payments and deductions • Maintaining necessary payroll paperwork as required • Ensuring compliance with legislation in terms of legal requirements regarding submission of statutory returns, monthly and annual PAYE, UIF, SDL, workmen's compensation and other levies • Obtaining Executive Manager approval before final execution of monthly payrolls • Assisting employees with payroll queries • Liaising with SARS and complying with all submission requirements • Addressing all tax queries • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly

Outputs:	Success measures:	Key tasks:
Asset management	<ul style="list-style-type: none"> • Assets are managed in line with relevant policies and procedures • Asset register kept up-to-date • Items are added, depreciated and condemned in line with the relevant procedures • Losses minimised • Damages / loss reported within agreed timeframes 	<ul style="list-style-type: none"> • Managing the full asset management function both financially and administratively • Ensuring maintenance and safekeeping of the asset register • Controlling all organisation assets • Ensuring that all newly-bought items are added onto the asset register • Depreciating items as required • Condemning items as required
Insurance	<ul style="list-style-type: none"> • No instances of under-insurance of assets • Insurance managed within budgets • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Managing the short-term insurance of assets • Ensuring adequate insurance cover of all assets • Identifying short-term insurer options to address needs • Recommending the most appropriate choice of short-term insurer for Robin Trust • Ensuring all insurance claims are processed and liaison with the insurer takes place • Adapting the insurance policy when new equipment is procured • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly
Professional indemnity	<ul style="list-style-type: none"> • No instances of under-insurance of organisation or staff members • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Sourcing organisational medico-legal cover for Robin Trust • Sourcing a reliable and cost-effective insurer for nurse professional indemnity • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly

Outputs:	Success measures:	Key tasks:
Fleet management	<ul style="list-style-type: none"> • Fleet management protocols adhered to in each instance • Speeding activity protocols adhered to in each instance • Fleet management managed within budgets 	<ul style="list-style-type: none"> • Managing the fleet of Community Care @ Home vehicles • Ensuring that daily checks are performed on the vehicles • Managing the insurance of the vehicles • Ensuring that drivers licences of relevant staff are checked and valid • Ensuring that the GPA report is checked for speeding • Ensuring vehicles are serviced on a regular basis
Procurement and routine requisition approval	<ul style="list-style-type: none"> • Procurement deadlines and protocols are adhered to in each instance • Routine requisitions are monitored in terms of consumption levels and irregularities are investigated and reported 	<ul style="list-style-type: none"> • Receiving and approving procurement quotations from Procurement Officer or Systems Controller • Authorising all routine requisitions (i.e. not capital expenditure) - cleaning materials, food and stationery on the recommendation of the department head • Monitoring the level of consumption of all routine requisitions in conjunction with the department head

Outputs:	Success measures:	Key tasks:
Repairs and maintenance	<ul style="list-style-type: none"> • Robin Trust risk management protocols adhered to with regards repairs and maintenance • Network of suppliers is maintained • Adequate standby cover provided • Repairs and maintenance managed within budgets • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Overall management responsibility and accountability for all repairs and maintenance • Maintaining a network of suppliers for electrical, plumbing, structural and generators • Liaising with suppliers and service providers as required • Completing all system checks and balances on Fridays • Providing standby weekend cover for generators, water and pipes • Overseeing routine maintenance, repairs and upgrades • Stock management and controls of maintenance function • Ensuring preventative maintenance is conducted • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly
Reception	<ul style="list-style-type: none"> • Robin Trust's professional image enhanced through every interaction • Service levels agreed and maintained • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Overall management responsibility and accountability for front-of-house reception function • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly

Outputs:	Success measures:	Key tasks:
Physical security	<ul style="list-style-type: none"> • Robin Trust risk management protocols adhered to with regards physical security • All instances of non-compliance reported • Physical security managed within budgets • Robin Trust's professional image enhanced through every interaction • Service levels agreed and maintained • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Overall management responsibility and accountability for physical security • Reviewing and auditing outsourced provider on a regular basis • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly
Systems management	<ul style="list-style-type: none"> • All systems managed within budgets • Network integrity assured • Data integrity assured • Disruptions to operations caused by system failures within agreed levels • SLA's adhered to • Budgets adhered to • Archiving system meets various legal, audit and reporting requirements • Robin Trust's systems infrastructure first for purpose and adequately maintained • No non-conformances reported in external audits 	<ul style="list-style-type: none"> • Overall management responsibility and accountability for systems including archiving, printing, telephony and IT • Ensuring all office automation equipment and systems are managed: telephony, printers , scanners ,computers and server • Ensuring that the CCTV systems are maintained and monitored • Ensuring the TV's on the premises are maintained • Ensuring the alarm system is maintained • Ensuring that close liaison with IT suppliers and support service providers is maintained • Ensuring that IT support service providers on the premises are monitored • Ensuring that IT equipment is maintained and abuse is prevented • Managing systems expenses • Overseeing the managing of all IT administration including turnaround time • All statutory and regulatory requirements in areas of responsibility understood and actioned accordingly

Outputs:	Success measures:	Key tasks:
Staff management	<ul style="list-style-type: none"> • Clear lines of communication maintained within teams • Effective functioning of team • Adherence to all Robin Trust staff policies and procedures • Disruption to operations due to staff absence minimised 	<ul style="list-style-type: none"> • Overseeing and directing the performance and activities of the following teams: Finance (Creditors Clerk and Debtors Clerk), Administration and IT (Systems Controller, Receptionist, General Assistant) and Maintenance (Maintenance Officer and Maintenance Assistant) • Ensuring staff concerns are addressed timeously • Ensuring own staff members' KPA's are met • Ensuring HR policies and procedures adhered to • Identifying and actioning training needs • Following recruitment, selection and onboarding processes • Following performance management processes • Following Misconduct management processes • Planning manpower and contingency processes • Keeping abreast of regulations that apply to own staff members' functions
Occupational health and safety	<ul style="list-style-type: none"> • All policies and procedures updated and adhered to in each instance • OHS legislation adhered to in each instance • Disaster management exercises take place within agreed timeframes • Fire safety training takes place within agreed timeframes • Fire systems are maintained within agreed timeframes 	<ul style="list-style-type: none"> • Updating all OHS policies and procedures • Developing new policies as applicable • Adhering to all OHS legislation • Communicating and liaising closely with the OHS Officer • Practicing regular disaster management exercises • Ensuring that fire safety training takes place with all the learners in the College • Ensuring emergency procedures are in place • Ensuring health and safety standards are adhered to • Ensuring staff safety procedures are communicated and understood • Maintaining fire systems

Qualifications and experience required for the position:

Qualifications:

- Accounting / financial qualification
- Qualifications in IT, systems, maintenance or administration advantageous

Experience:

- 5 – 7 years relevant experience in finance and administration
- Demonstrated track record in managing the full spectrum of finance and administrative functions in a support role to senior management of a multi-faceted organisation

Knowledge, and behavioural competencies required for the position:

Knowledge:

- Advanced knowledge of financial systems and MS Office
- The ability to integrate new systems and recommend system improvements
- Advanced knowledge of finance and administration
- Knowledge of IT, systems and maintenance

Behaviours:

- Technical management skills
- People management and supervision skills
- Analytical skills
- Planning and prioritising skills
- Thorough and methodical with high attention to detail
- Confidential approach
- Ability to work independently
- Reliable
- Honest
- Excellent interpersonal and communication skills
- Customer service orientation