

INTERNAL / EXTERNAL ADVERTISEMENT

PROGRAMME: OFFICE OF THE CHIEF FINANCIAL OFFICER

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
20241020	Senior Manager: Budget	One (1) Level – P06 Permanent Salary R1,472,841 CTC per annum

REPORTS TO : Director: Finance

PURPOSE

To ensure budget management of the GPL in line with the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA) and other applicable legislation in an effective, efficient, economic and transparent manner. The incumbent is responsible for the management of budget formulation, compilation, control and co-ordination through efficiency measures in response to strategic planning processes and to effectively report on the implementation of the budget and optimising financial resources of the institution.

Key Outputs

Budget Management

- Develop and monitor effective Budget Management Frameworks, guidelines, practices and systems for the GPL
- Ensure the GPL budget process is aligned to the strategic planning processes as well as the strategic and annual performance plans
- Develop and review the annual Budget Management Practice Guide
- Develop and publish periodic budget circulars and conduct workshops to create awareness thereof
- Ensure continuous review of cost efficiencies for all GPL resources and activities

- Ensure application of cost containment measures and budget optimisation during budget development and implementation processes
- Initiate, design and co-ordinate the annual institutional budgeting and adjustment budget processes.
- Prepare and submit the annual consolidated budget
- Provide training and partnership support services to Committees and Programmes during the budget development processes
- Ensure the timeous and accurate development of the GPL annual and adjustment budget in line with Treasury and FMPPLA requirements and GPL frameworks
- Compile and submit accurate Medium-Term Expenditure Framework (MTEF) documentation.
- Prepare and submit Budget Adjustment Estimate and implement approved virements
- Submit and present budgets to oversight structures and relevant stakeholders
- Ensure preparation of the financial reports and presentations for submission and presentation to oversight structures and relevant authorities
- Make strategic financial inputs during the development of policies and approval of projects
- Provide an integrated and cohesive support service to the GPL community
- Ensure the Budget process steps and timelines of budget development are adhered to

Financial Management, Risk and Governance Management

- Contribute to development of Budget in line with the strategic vision, Institutional Strategic plan, and priorities of the Legislature in line with the FMPPLA
- Manage, facilitate, monitor, and ensure compliance with SCM and all relevant Legislation and Regulations applicable to the institution.
- Manage, facilitate effective financial management and ensure economic, effective, efficient, and transparent utilisation of financial resources for the Budget unit
- Identify, monitor and report on the risks
- Implement the Risk Management Plan of the GPL
- Effective Management of Governance within the Budget unit
- Provide leadership on all Governance matters within the Budget unit
- Contribute to an accountable and transparent unit

Tactical and Operational Planning

- Contribute to Programme and sub-programme annual performance and operational plans in line with the strategic plan and priorities of the GPL
- Contribute to the development of the Institution Strategic Plan

- Contribute to development of Budgets aligned to Business plans for the unit
- Contribute to development of Business Unit Operational Plan
- Contribute to the alignment of Strategic plan with Communicated strategic responsibilities of the Presiding Officers for the sub- programme
- Facilitate alignment and resolution of inconsistencies between various programme budgets within strategic guidelines and objectives to achieve overall GPL business plan

Monitoring and Evaluation

- Manage implementation of operational plan for the business unit
- Manage implementation of Resolutions of oversight structures
- Monitor effective delivery of services to Members of the Legislature and Political Stakeholders
- Facilitate, integrate, and monitor financial support services to the organisation.
- Effective tracking and implementation of operational plan
- Ensure that the relevant policies and procedures of the business unit are developed and ensure implementation thereof

Reporting

- Manage effective reporting frameworks within the business unit
- Ensure that stakeholders are provided with accurate, comprehensive, timeous, and appropriate reports to enable decision-making
- Manage the accurate compilation and timeous reporting on performance and targets
- Manage and ensure the effective control and monitoring of budgets and timeous reporting and tabling of required information to OCPOL, Provincial Treasury, and other stakeholders
- Provide timely, accurate and adequate financial and other operational information for strategic decision-making purposes
- Provide Budget speech inputs for the Speaker
- Prepare all budgetary reports and information as required by the Treasury
- Provide inputs for special budgetary requirements for the Legislature
- Maintain expenditure projections on a regular basis

Stakeholder Management

- Manage effective Stakeholder Management within the unit
- Ensure effective communication frameworks within the unit
- Monitor performance against set norms and standards
- Ensure that effective and efficient service delivery that meets and exceeds expectations is offered to all stakeholders within GPL

- Manage Budget Unit to achieve its mandate
- Ensure standardised and predictable leadership practices in Budget Unit

Human Capital Management

- Ensure that all direct reports are skilled, knowledgeable, and competent
- Ensure that unit meets the transformation targets, including EE Targets Oversee, monitor, and contribute to effective Human Resource Management practices within unit
- Manage the performance of all direct reports to contribute to a high performing Institution and ensure that all staff contribute to a high performing Institution.
- Implement the Integrated Performance Management System according to the policy
- Identify skills shortages for staff within the Unit and develop training plans for implementation.
- Monitor and evaluate the impact of training interventions
- Create a conducive working environment which promotes high performance and retains the right employees
- Ensure completion and submission of all leave records

Competencies:

- Problem Solving and Analysis
- Human Capital Management
- Policy Management
- Change Management
- Strategic Management
- Project Management
- Financial Management
- Conflict Management
- Report Writing
- Monitoring and Evaluation
- Risk Management
- Performance Management

Knowledge and skills

- Financial and Governance management
- Budget Management
- Project Management
- Contract Management
- Strategic Planning Management
- Computer literate in the use of Financial and Budgeting software
- Leadership capability
- Business unit management

Qualification and Experience:

- B Com Degree/B Compt Degree or equivalent Development program or equivalent qualification at National Qualification Framework (NQF) level 7
- Additional Qualifications in line with Job requirements will be an added advantage
- Minimum 3 years working experience in a Public Service/Parliament/Legislative Sector
- Minimum 3 years' experience at Management.
- Minimum 3 years' experience budget management.
- Minimum 5 years of Overall experience in a finance and budgetary environment

Closing date for applications: 23 October 2024

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

To apply for this position, submit your cv to Hrrecruitment@gpl.gov.za for internal candidate and Hrrecruitment1@gpl.gov.za for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references) by navigating through the following web address:

<https://www.gpl.gov.za/careers/>

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.