

JOB PROFILE

1. POSITION DETAIL

JOB TITLE	Chief Financial Officer	JOB GRADE	E2
REPORTING	Chief Executive Officer		
DEPARTMENT	Finance, Supply Chain Management (SCM) and Information and Communications Technology (ICT)		
DATE REVIEWED	2025		
LOCATION	Rivonia		
EMPLOYMENT STATUS	Eleven (11) Months Fixed Term Contract		
PURPOSE STATEMENT			
<p>The Chief Financial Officer (CFO) is urgently required on a temporary, fixed-term contract from October 2025 to August 2026 to lead the strategic financial turnaround of FoodBev SETA. This critical role demands a highly skilled and experienced finance professional with a proven track record in audit remediation, particularly within the public sector.</p> <p>The incumbent will be responsible for addressing the qualified audit outcome with findings for 2024-25, rectifying identified material misstatements and significant internal control deficiencies, and ensuring robust financial planning, management, and reporting.</p> <p>The CFO will safeguard the organisation's financial integrity, restore compliance with legislative frameworks such as the PFMA and GRAP, and significantly enhance accountability and transparency. This role is pivotal in strengthening the financial health of the SETA and building public confidence in its ability to account for public resources effectively.</p>			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER (2ND LEVEL)	NONE		
1ST LINE MANAGER (1ST LEVEL)	Chief Executive Officer		
POSITION	Chief Financial Officer		
SUBORDINATE (1ST LEVEL)	Senior Manager: Finance, Senior Manager: ICT		
SUBORDINATE (2ND LEVEL)	Manager: SCM , Manager : Finance , Accountant, Coordinator, Administrator, Intern		

POSITION DESCRIPTION	
Key Performance Areas (KPAs)	Detailed Activities and Description
Strategic Planning and Execution	<p>Immediately develop and implement remediation strategies to address all audit findings and weaknesses highlighted in the Final Management Report for 2024-25.</p>

POSITION DESCRIPTION	
	<ul style="list-style-type: none"> Actively participate in strategic planning and policy development, ensuring financial strategies are robust and align with the urgent need for financial improvement and audit outcome enhancement. Analyse and forecast economic trends to inform strategic decisions, with a particular focus on optimising the utilisation of discretionary grants and addressing the high unspent cash surplus.
Audit Remediation and Financial Management Turnaround	<ul style="list-style-type: none"> Lead the comprehensive remediation plan to resolve all material misstatements identified in the financial statements, including those related to grant and project expenses, contingent liabilities, grant commitments, payables from non-exchange transactions, and incorrect classification of project administration expenditure. Proactively address and correct significant internal control deficiencies in financial recordkeeping, financial statement preparation processes, and discretionary grant management, many of which were first-time findings in 2024-25. Instigate and embed effective controls over daily and monthly transaction processing and reconciliation to ensure financial statements are fairly presented and fully comply with GRAP requirements. Ensure strict compliance with the PFMA, GRAP, and SETA Grant Regulations, addressing all instances of material non-compliance. Address the concerning financial health of the public entity by implementing corrective actions to reduce the creditor-payment period (currently 91 days), manage the deficit, and reverse negative net cash flows from operating activities. Implement mechanisms to recover funds from terminated discretionary grant projects and prevent future financial losses due to inadequate due diligence and project monitoring. Mitigate identified fraud risk factors related to discretionary grants management, including reviewing and enhancing approval processes for change requests, employer qualification changes, and supporting evidence for contract adjustments.
Financial Reporting and Budgeting	<ul style="list-style-type: none"> Prepare and present accurate, reliable, and timely financial statements and reports to the CEO and Board, ensuring all material misstatements are corrected and reported accurately. Lead the annual budgeting process, with a strong focus on addressing the significant underspending of the discretionary grant budget and ensuring a clear correlation between spending and achieved performance. Monitor and report rigorously on budget performance, with a specific focus on project administration costs to ensure adherence to approved budgets. <p> <small>at Board Chairperson, Ms N. Selamolela: Chief Executive Officer</small> <small>Dev SETA</small> Ensure timely and accurate submission of statutory financial reports, maintaining transparency in all financial disclosures. </p>

POSITION DESCRIPTION	
Supply Chain and Contract Management	<ul style="list-style-type: none"> • Oversee procurement processes, ensuring cost-effectiveness, efficiency, and strict adherence to laws and regulations regarding fairness, equity, transparency, competitiveness, and cost-effectiveness. • Strengthen contract management and rigorous payment control mechanisms to ensure payments are only made upon timely delivery, agreed pricing, and specified quality standards. • Manage vendor relationships and contract negotiations effectively.
Performance Planning, Management, and Reporting	<ul style="list-style-type: none"> • Address material misstatements in the Annual Performance Report (APR), specifically rectifying the incorrect reporting of sector-funded learners as SETA-funded. • Enhance verification controls and processes to ensure the accurate reporting of learners' employment status (e.g., against UIF and SASSA data). • Ensure output indicators in the Annual Performance Plan (APP) are well-defined, measurable, and align with the strategic plan's outcome indicators. • Improve the monitoring and assessment of project milestones throughout the year to ensure correct accounting treatment of project-related transactions and balances, and to identify non-progressing projects timeously. •
Policies, Procedures, and Systems	<ul style="list-style-type: none"> • Urgently develop, implement, and update financial policies and procedures to address all identified internal control deficiencies and ensure alignment with best practices and regulatory requirements. • Oversee financial systems and IT infrastructure, ensuring data security and cybersecurity measures are in place to support reliable financial reporting and internal controls. •
People / Staff Management	<ul style="list-style-type: none"> • Lead, mentor, and develop the finance team (Senior Finance Manager, Accountant, Administrator, Intern), fostering a culture of continuous improvement, accountability, and strong technical competence. • Build capacity and skills within the team, particularly in areas related to grant and project monitoring, accurate transaction recording, and financial statement review. • Manage performance, recruitment, and succession planning within the finance department during the tenure.

2. ENTRY REQUIREMENTS

EXPERIENCE

Mr A Campbell: Independent Board Chairperson, Ms N. Selamolela: Chief Executive Officer

FORMAL EDUCATION	<ul style="list-style-type: none"> An Honours Degree or equivalent (NQF Level 8) in Finance/Accounting, such as a Chartered Accountant (CA(SA)) or Certificate in Theory of Accounting (CTA) with articles, or BCompt Honours/BAcc Honours with articles.
TECHNICAL / LEGAL CERTIFICATION	<ul style="list-style-type: none"> Driver's License: for driving self to external meetings or hiring of rental vehicles. Computer Literacy: Expert working knowledge of MS Office Suite, Internet, and financial management systems.
EXPERIENCE	<ul style="list-style-type: none"> Minimum of 8 years of senior management experience in finance or accounting roles or at least 5 years at a CFO level. Added advantage: extensive experience in a public sector.

3. COMPETENCIES, SKILLS AND ATTRIBUTES

KNOWLEDGE	
	DESCRIPTION
Exceptional Leadership & Strategic Acumen	<ul style="list-style-type: none"> Ability to provide effective leadership during a challenging financial period and guide strategic decisions.
Profound Understanding of Audit Processes & Value:	Deep technical knowledge of auditing standards, processes, and the critical role of external auditors in identifying weaknesses and ensuring accountability.
Audit Remediation & Turnaround Management	<ul style="list-style-type: none"> Proven ability to design and implement comprehensive action plans to address root causes of audit findings and drive sustained financial improvement.
Public Financial Management Expertise	<ul style="list-style-type: none"> In-depth knowledge of PFMA, GRAP, and specific SETA Grant Regulations, with a focus on compliance and ethical governance.
Rigorous Attention to Detail & Accuracy	<ul style="list-style-type: none"> Meticulous approach to financial record-keeping, reporting, and reconciliation to eliminate misstatements.
Integrity, Ethics & Consequence Management	<ul style="list-style-type: none"> Unwavering commitment to ethical practices, transparency, and the ability to implement consequence management for non-compliance or financial losses.
Risk Management Expertise	<ul style="list-style-type: none"> Ability to identify, assess, and mitigate financial and operational risks, particularly concerning fraud risks within discretionary grants.
Stakeholder Management & Communication	<ul style="list-style-type: none"> Excellent communication skills to engage effectively with the CEO, Board, Audit Committee, internal audit, and external auditors (Auditor General), providing clear insights and fostering collaboration for improvement.
Project & Programme	<ul style="list-style-type: none"> Strong skills in managing complex financial projects, particularly those involving grants and skills development initiatives.

Mr A Campbell, Independent Board Chairperson, Ms N. Selanofela, Chief Executive Officer



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KNOWLEDGE	
Management Acumen	
Resilience & Agility	<ul style="list-style-type: none"> Ability to operate effectively under pressure and navigate a dynamic environment with urgent demands.
People Management & Empowerment	<ul style="list-style-type: none"> Demonstrated ability to lead, motivate, and develop a finance team, enhancing their capacity and performance.

4. OTHER SPECIAL REQUIREMENTS

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| <ul style="list-style-type: none"> Required to work extensive hours and ability to meet tight deadlines. Willingness to undertake reasonable instructions from CEO or Chairperson of the Board. Required to travel as necessary. Be proactive and be willing to go the extra mile The said responsibilities contained in this document are by no means all-inclusive and FBS is entitled to instruct the employee to execute additional duties which may still resort within the sphere of the position scope or related operational requirements. |
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5. AGREEMENT AND ACKNOWLEDGEMENT

AGREED BY JOB HOLDER	Name printed	Signature and Date:
APPROVED BY 1ST LEVEL LINE MANAGER	Name printed	Signature and Date:
APPROVED BY 2ND LEVEL LINE MANAGER	Name printed	Signature and Date:
CONFIRMED BY HUMAN RESOURCES	Name printed	Signature and Date: