

Chief Financial Officer/General Manager: Operations & Finance

Applications are invited from suitably qualified candidates for the position of **Chief Financial Officer/General Manager: Operations & Finance**.

The closing date for applications is **Wednesday, 09 March 2016**

Please submit your application to executiveappointments@sarugby.co.za . Your application should be accompanied by your detailed CV and copies of your certificates.

Please note that preference will be given to Employment Equity candidates.

1. Job Particulars:	
Job Title: Chief Financial Officer/GM Operations and Finance	Department: Operations and Finance
Direct Reports: Senior Financial Manager Asset Care Supervisor Travel and IT (outsourced)	Travel Required: Yes
Reports to: Chief Executive Officer	Job Grade: E2
2. Purpose of Job:	
To oversee and control all aspects of SARU's financial affairs including strategic direction and effectiveness of SARU.	
3. Key Areas of Responsibility & Accountability	

3.1 Strategic Direction

3.1 Advise Chief Executive Officer and Executive Council on strategies to achieve financial goals including funding, profit targets and cash reserves designed to ensure that SARU remains in sound financial position at all times;

3.2 Financial Planning

3.2 Design, implement and regularly update five year plans which reflect the achievable results and financial position of SARU in the short and medium term, as a tool to ensure that the organisation has the financial resources to deliver on all its strategic imperatives;

3.3 Oversee and ensure that all financial controls, processes and procedures are in place to ensure

unqualified audit reports

3.3.1 Engage with both internal and external audit partners, drive audit processes including

finalization and reporting;

3.3.2 Assess business risks and liaise with and give instructions relating to insurance agents to

arrange insurance as required;

3.3.3 Engage with bank representatives on all banking matters/facilities;

3.3.4 Oversee the functioning of the Finance department including budget process, monthly

and annual reporting;

3.3.5 Report to and advise Chief Executive Officer, Financial Committee and the Executive Council on all relevant financial matters on a routine and ad hoc basis as required;

3.4 Ensure compliance with all Tax laws and regulations

3.4.1 Represent SARU as Public Officer in all taxation matters;

3.4.2 Consult with, take advice from and give direction to tax advisors where required on all
employee

taxation matters, including income tax and provisional tax returns, VAT and

tax;

3.4.3 Keep abreast of amendments to relevant tax laws and regulations to ensure that SARU

is compliant at all times and that all entities in which it has interests are structured in the

most tax efficient manner;

3.4.4 Ensure that all income tax, VAT and employers' tax returns are completed and filed timeously and accurately, that all taxes are paid on or before due date and that all queries related thereto are dealt with promptly and appropriately;

3.5 Serve on the Executive Council primarily to report and advise on financial matters

3.5.1 Present management financial reports;

3.5.2 Review and advise on way forward on Provincial Unions' annual budgets, quarterly reports and financial statements;

3.6 Provincial Unions

3.6.1 Review and advise on annual operating budgets, quarterly management financial statements and audited annual financial statements of all provincial unions;

3.6.2 Monitor and report on strategic performance in the areas of governance, compliance and finances with a view to assisting provincial unions to be sustainable operations, capable of delivering on all rugby and operational objectives;

3.7 Oversee the operations of Asset Care division, IT and in-house Travel Division

3.7.1 Ensure that supply of assets, facilities and supplies are promptly delivered and appropriate to the needs of the organization;

3.7.2 Ensure that all SARU facilities are well maintained and in good working order;

3.7.3 Ensure successful delivery on SLAs from outsourced service providers;

4. Experience & Expertise (Typical educational qualifications & experience)

a. Educational background and formal training

- CA (SA) – **Essential**

b. Experience

- 5-8 years' experience in business management - **Essential**
- 3-5 years of involvement in the business of sport - **Desirable**

5. Critical Competencies

- Financial Management
- Taxation
- Audit and Assurance
- Risk and control
- Governance
- Corporate reporting
- Stakeholder relationship

Human Resources Department