



## **MANAGER: FINANCE**

**Reference Number: NGB/005-2022**

**Nature of Employment - Permanent position**

**Remuneration Scale: R579,319.00 – R781,832.00 per annum  
(all-inclusive package)**

**Preference will be given to African Male and Female, Coloured Male, White Male and Female, Indian Male and people with disabilities**

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### **BRIEF SUMMARY OF THE ACT**

The National Gambling Board (NGB) is established in terms of the National Gambling Act, (NGA) 2004 (Act 7 of 2004). It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The NGB makes provision for the coordination of concurrent national and provincial legislative competence over matters relating to the continued regulation of gambling activities and also makes provision for the establishment of uniform norms and standards applicable throughout the Republic in certain gambling activities.

### **STRATEGIC OUTCOMES**

The strategic outcomes stated below straddle and apply across all positions within the NGB. Successful incumbents will be required to execute their functions in consideration of the following strategic outcomes:

- ✚ Account for and identify all legal gambling machines, devices and owners, licensed juristic and natural persons and excluded persons;
- ✚ Economic transformation and increased participation of Historically Disadvantaged Individuals in the mainstream gambling industry;
- ✚ Effectively monitored PLA compliance with gambling legislation;
- ✚ Facilitated S16 confiscation of proceeds from illegal gambling activities;
- ✚ Effectively monitored socio-economic patterns of gambling activity within the Republic;
- ✚ Uniformity of legislation in the gambling industry; and
- ✚ Broad-based public education

## PURPOSE

To provide support to the NGB on day-to-day financial accounting operations, accounts payable, payroll, revenue management and proper maintenance of accounting records.

## KEY PERFORMANCE AREAS

### Financial Management

- ✚ Ensure timeous payment of salaries, creditors and statutory bodies.
- ✚ Review general ledger, creditors, debtors and cashbook transactions for submission to the Senior Manager: Finance for posting on the General Ledger (GL).
- ✚ Prepare monthly and ad-hoc journals.
- ✚ Monitor expenditure throughout the year by comparing it against budgeted expenditure.
- ✚ Maintain an accurate asset register.
- ✚ Perform full debtors and creditors functions.
- ✚ Reconcile all general ledger accounts.
- ✚ Produce accurate and timely management accounts.
- ✚ Calculate variances from the budget and report significant variances to management.
- ✚ Prepare annual financial statements and related notes.
- ✚ Maintain an orderly accounting filing system for accounting records.
- ✚ Prepare a variety of ad hoc financial information as requested.

### Compliance and Internal Controls

- ✚ Ensure adherence to all financial policies, procedures and relevant prescripts.
- ✚ Prepare monthly and quarterly financial and performance reports for submission to internal and external stakeholders, such as **the dtic** and the National Treasury.
- ✚ Ensure compliance with Generally Recognised Accounting Practices (GRAP) and the Public Finance Management Act (PFMA).
- ✚ Ensure timeous submission of statutory returns.
- ✚ Perform month-end closing procedures.

### Audit Compliance

- ✚ Provide information required for both internal and external auditors for audit purpose.
- ✚ Ensure audit recommendations are implemented timeously.

## **Public sector procurement**

- ✚ Oversee the procurement of goods and services in line with relevant prescripts.
- ✚ Manage the disposal of assets.
- ✚ Perform contract management functions.
- ✚ Manage supplier performance.
- ✚ Participate in bid processes.

## **Human Resources Management**

- ✚ Sets performance objectives for team by cascading of Corporate initiatives into individual performance contracts.
- ✚ Ensures that all employees have signed performance agreements.
- ✚ Monitors and measures performance quarterly by conducting employee appraisals.
- ✚ Identifies areas of development and draws up action plans to address poor performance.
- ✚ Ensures ongoing training and development of employees.
- ✚ Addresses employee relations matters fairly and promptly.

## **Records Management**

- ✚ Ensure that records management is performed in accordance with NGB approved file plan and electronic document management system.

## **MINIMUM JOB REQUIREMENTS**

### **Qualifications**

- ✚ Three (3) years National Diploma or Bachelor's Degree in Accounting or Finance.

### **Experience**

- ✚ Five (5) years public sector accounting or financial management experience of which three (3) years must be at a managerial level.

### **Competence and skills**

- ✚ The appointee must have the following skills:
  - Supply Chain Management
  - People Management
  - Logical Thinking

- Reporting
- Planning

- ✚ The appointee must have the following knowledge in terms of **legislations**:
  - Knowledge of National Gambling Act.
  - In depth knowledge of Public Finance Management Act.
  - In depth knowledge of National Treasury guidelines & regulations.

The successful applicants' remuneration package will be in terms of the NGB Remuneration Policy. The National Gambling Board subscribes to the principles of Employment Equity.

The appointee will be required to sign a performance agreement within one (1) month of joining the organisation and this position is subject to a twelve (12) months' probation period.

To apply for this position, interested applicants are required to complete the NGB employment application form to be obtained from NGB's website [www.ngb.org.za](http://www.ngb.org.za), attach and complete the following mandatory documents i.e. comprehensive CV, copies of qualifications and identity document. **Failure to submit all requested documents will disqualify your application.**

The completed application with all supporting documents must be submitted by e-mail to [recruitment@ngb.org.za](mailto:recruitment@ngb.org.za), hand delivered to the NGB offices at 420 Witch Hazel Avenue, Eco Glades 2, Block C, Eco Park, Centurion or posted to the Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

**CLOSING DATE** for all applications: **14 November 2022**

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates or applicants with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA). If you have not been contacted within three months after the closing date, please regard your application as unsuccessful.

## **IMPORTANT NOTICE**

By applying for this position, you hereby acknowledge that you have read and accept the following Protection of Personal Information Act (POPIA) disclaimer:

I hereby consent for NGB to process my personal information as part of the recruitment process. NGB shall take all reasonable measures to protect the

personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Protection of Personal Information Act, Act 4 of 2013 (POPIA”).

**The NGB reserves the right not to fill the position.**