



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: [www.thehda.co.za](http://www.thehda.co.za).

Follow us on Twitter @The\_HDA and on Facebook: TheHDA.

The HDA has the following **five-year fixed term contract** position:

## **CHIEF FINANCIAL OFFICER**

**REPORTING LINE: CHIEF EXECUTIVE OFFICER**

**REFERENCE: HDA CFO/2020**

**Main Purpose:** To manage the HDA's financial sustainability and health and to manage implementation of compliance financial practices.

### **Key Performance Areas:**

#### **1. Strategic Management**

- Provide required and relevant information, insights and influence to the HDA strategic planning process
- Participate in finalizing the strategic plan and vision
- Develop the financial strategy to support the overall organisational strategy
- Define targets and strategies for team to implement in support of the achievement of the HDA strategic objectives
- Develop unit operational plans to facilitate achievement of the organisational strategy

#### **2. Financial Management**

- Manage the effective implementation of the HDA financial strategy and delivery of financial objectives and requirements
- Present defined financial reporting to senior management and board
- Implement financial systems and policies in the organisation to ensure compliance with good practice principles

### **3. Audit Management**

- Oversee the effective completion of the annual audit
- Manage the resolution of any identified audit issues
- Manage presentation of annual financial statements and any other related matters to the Audit Committee
- Manage implementation of correction action required to address issues raised in the management letter

### **4. Budget Management:**

- Manage the collection of relevant information required to define the budget
- Plan the budget process, time frames and activities to complete within the budget delivery deadlines
- Advise HDA Management and staff when formulating their budgets
- Drive delivery of each phase of the budget process to ensure timely completion
- Monitor approved budget – costs, cost control and budget discipline
- Implement and maintain agreed budget monitoring and control processes
- Analyse budget variations, determine causes and recommend actions to control budget within constraints
- Report on and address budget variances

### **5. Risk Management and Compliance:**

- Manage financial compliance with all relevant tax, governance, regulatory and statutory requirements
- Conduct a risk assessment of HDA Projects
- Manage the Implementation of risk management strategies in line with the overall risk profile and risk management plan
- Assist the Board with regard to compliance in terms on the PFMA

### **6. Supply Chain Management:**

- Chair bid adjudication committee
- Review and approve supply chain policy
- Manage Implementation of supply chain policy
- Manage compliance of policies with government circulars, guidelines and requirements
- Manage communication of procurement decisions to service providers
- Manage archiving and filing of contracts and agreements as per requirement

### **7. Public Officer:**

- Accept legal responsibilities of the position of Public Officer as required by SARS
- Represent HDA in any matters that require the Public Officers input

### **8. People Management:**

- Select, assign, lead and manage people
- Set clear objectives for self and others and measure achievements against these objectives through implementation of the performance management system
- Build and manage relationships with staff members
- Manage and support staff development
- Develop and manage the implementation of succession plans for key individuals and critical positions
- Implement the HDA HR Policies and procedures as required
- Manage risks and address issues as they arise

**9. Qualifications and Experience:**

- Relevant degree or equivalent in Financial Accounting is required
  - CA (SA) qualification or equivalent is required
  - Minimum of Ten (10) years relevant experience with atleast five (5) years at a Senior Level
  - Excellent understanding and experience in working with the PFMA; MFMA; SCM legislation; Public Finance and Public Entities
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Please forward your relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to [Tameez@oceanahrp.co.za](mailto:Tameez@oceanahrp.co.za).

**Conditions of service:**

The HDA is an equal opportunity employer ● Appointments will be made in accordance with the HDA Employment Equity policy ● The HDA reserves the right not to make an appointment.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only

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**Closing date for applications is 24 February 2020.**

**For enquires please contact Tameez Dilla, Tel (010) 446 7718**