



Limpopo Tourism Agency (LTA) is a schedule 3c parastatal mandated in terms of Limpopo Tourism Act of 2009 to amongst other things promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing), support and facilitate tourism development programmes, collaborations with stakeholders and sector transformation. LTA as an environment that encourages innovation, creativity and self-management, has the following challenging position at their Head Office in Polokwane. Limpopo Tourism Agency is an equal opportunity employer committed to the achievement and maintenance of diversity as well as employment equity. **WOMEN and PEOPLE WITH DISABILITIES** are encouraged to apply.

Post : Senior Manager: Budget and Treasury  
Ref No. : 003/22  
Salary : R1 146 061 (Total cost to Company Salary including benefits: Not Negotiable).  
Reporting : The Position reports to the Chief Financial Officer

## ESSENTIAL REQUIREMENTS OF THE POST

### Qualification

- Grade 12
- Degree in Accounting or Financial Management

### Work Experience

- 5 years experience in financial management or auditing
- Knowledge of CaseWare
- Knowledge of Pastel Evolution Operational Software
- Good knowledge and understanding of financial policies and applicable legislation
- Good knowledge and understanding of institutional governance systems and performance management

## JOB PURPOSE

To provide a budget and financial management service in the Agency

## DUTIES OF THE POST

### General budget planning and management:

- Prepare appropriate templates to prepare the budget of all departments
- Comply with the approved policy of budgeting regarding the deadlines and the management of the budgeting process
- Receive budget estimates from all programmes of the Agency and critically examine them for correctness, accuracy, completeness, and conformance with established procedures, regulations, and Agency objectives

- Study previous budget and take into consideration the benefits and losses that occurred during the previous financial years, due to budget planning
- Consolidate data for budget presentation to EXCO, Risk Audit Committee and the Board.
- Prepare Database for submission to the Provincial Treasury
- Analyse actual results to budgets and forecasts

**Assist CFO with Financial systems and controls:**

- *Develop budget and treasury management policies* (including processes, and procedures) that describe the *why*, accountabilities, rules for any decisions to be taken and corrective action where the policies are not being adhered to
- *Develop processes* as structured, measured set of activities designed to accomplish or produce specified outputs or objectives within budget and treasury. The processes should define what is to be done, describes the tools to be used, people to contact and all the other relevant information, focussing on satisfying efficiency and effectiveness
- *Develop procedures* as series of prescribed steps to be followed as consistent and repetitive approach or cycle describing how budget and financial activities are to be performed, and aimed at satisfying the rules
- *Determine and acquire tools* designed to facilitate performance of financial activities and monitor various elements of financial practices. Tools are, for example, the electronic budget information system, electronic payments system, electronic system for developing annual financial statements, asset systems, etc
- *Determine “must have” training* in order to professionalise the budget and treasury management function in the Agency, eliminating negative bureaucratic practices, and continuous upgrade of skills and attitudes bringing them on par with the goals of progressive public entities

**In-Year Monitoring (IYM) and reporting:**

- Prepare monthly and quarterly budget expenditure reports (includes budget-vs-actual expenditure reports, analyse significant variances, and submit to the CFO, Board Committee, Board, LEDET, and Provincial Treasury.

**Annual financial statements:**

- Prepare, using Generally Recognised Accounting Practices (GRAP), annual financial statements that convey a fair presentation of information, for:
  - consistency in the accounting treatment of transactions and classification of account balances
  - making more accurate assessments of risks and returns
- Timely submit the annual financial statements to Risk and audit committee for checking and ratification, and to the Auditor General for statutory audit

**Implement Asset Management Strategy:**

- Produce plans based upon analysis of service delivery options
- Inform the strategic plan and the annual budget, using the detailed plans
- Determine fund requirements for each approved asset management plan
- Include in the Annual Performance Plan (APP) the measurable objectives and targets of each asset management plan
- Report on the performance of assets as measured in terms of service delivery based upon an approved APP, budget and strategic plan

**Management of accounts payable (creditors) and payments:**

- Ensure the effective management of creditor payments, including claims from employees, through
- Receiving and validating payment request
- Verifying and authorising expenditure allocations in compliance with policies and procedure
- Checking creditors run by matching creditor invoices to payment vouchers
- Authorising suppliers' payment vouchers
- Ensure that invoices are paid within 30 days from the date of the receipts of the invoice(s)

**Monthly bank reconciliations:**

- Balance control accounts and reconcile them on a set date, every month
- Ensure that all entries in the ledger and all entries on the bank statements have been accounted for on the reconciliation statement when bank reconciliations are completed and checked on a set date of each month
- Perform a full range of banking duties including:
  - Queuing for daily bank reports
  - Verifying bank totals and determining cash flow needs
  - Transferring money to / from the Agency's general bank account
  - Processing transactions such as outgoing electronic and stop payments
- Preparing short and long-term cash flow analysis and forecasting to ensure potential Agency debts are covered

**Personnel expenditure and payroll:**

- Verify and authorise salary and wages payments and allocations
- Obtain payment vouchers from payroll accountant / paymaster
- Verify supporting documentation
- Reconcile subsistence and other staff and Board members' claims
- Forward lists of employees (staff establishment) to heads of department to confirm active employment of employees under their supervision, and their corresponding salaries, wages, and claims
- Receive lists back, certify them correct by checking and authorising payment voucher / salaries for payment
- Ensure a payment run takes place as scheduled, and that all employees receive their salaries or wages on time
- Audit salary payments monthly, on electronic payment system or any other system in use
- Perform any other related duties as instructed by the Chief Financial Officer

**Notes:**

Applications, together with a concise CV, certified copies of certificates and ID copy can be hand delivered at ERF 92/688, Portion 2, Southern Gateway EXT 4, N1 Main Road, Polokwane or emailed to: [recruitment@golimpopo.com](mailto:recruitment@golimpopo.com) for the attention of the Acting Chief Executive Officer.

No faxed applications will be considered. All general enquiries should be directed to Mr. Chris Ramoshaba at 082 566 4102

**Closing Date: 5 August 2022**

**PLEASE NOTE: Appointable candidates will be subjected to personnel suitability checks-(Verification of qualifications ,criminal record checks and security vetting).**

**If you do not receive any response within three months, please accept that your application was not successful. The entity reserves the right not to make any appointment to this position.**