ADVERTISEMENT

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. The mandate of the entity incorporates the investment and trade promotion of the destination Limpopo. 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 : Chief Financial Officer (Five (5) Year Fixed- Term Contract Position)
Ref No. : 008/26
Salary : R 1 680 481(Total cost to Company Salary including benefits: Not Negotiable)
Reporting: The Position reports to the Chief Executive Officer

ESSENTIAL REQUIREMENTS OF THE POST

Qualification
Degree in Accounting, or Commerce, or Business Management, or related field
Computer literacy in MS Office, Operational Software (*attained within 6 months of appointment*)

Work Experience

- 6 years of progressive senior financial management responsibility
- Knowledge of leadership and management principles for public entities
- Knowledge of all national and provincial legislation applicable to public entities including: employment standards, etc.
- Knowledge of challenges and opportunities relating to the Agency
- Knowledge of human resources management
- Knowledge of finance, and GRAP
- Knowledge of project management

JOB PURPOSE

To lead and manage all financial tasks of the Agency as per the strategic direction set by the Board

DUTIES OF THE POST

Leadership:

- Participate with the CEO in developing a vision and strategic plan to guide the Division
- Identify, assess, and inform the CEO of internal and external issues that affect the Division
- Act as a professional advisor to the CEO on all aspects of the Division's activities
- Foster effective team work between the CEO and the CFO and between the CFO and staff
- In addition to the CEO, act as a spokesperson for the Division
- Conduct official correspondence on behalf of the CEO as appropriate and jointly with the CEO when appropriate

In order to ensure that appropriate leadership is provided to the Division to carry out its business

Operational Planning and Management:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Division
- Ensure that the operation of the Division meets the expectations of its clients, Board and Shareholder
- Oversee the efficient and effective day-to-day operations of the Division
- Draft policies for the approval of the Board and prepare procedures to implement the Divisional policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel and client files are securely stored and privacy / confidentiality is maintained
- Provide technical support to the CEO and Board by preparing Division-specific meeting agenda and supporting materials

In order to ensure the planning and day to day operational management of the Division

Programme planning and management:

- Oversee the planning, implementation and evaluation of the Division's programmes and services
- Ensure that the programmes and services offered by the Division contribute to the Agency's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programmes and services of the Division to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

In order to ensure the overseeing of programmes and projects, and management of implementation

Human resources planning and management:

- Determine staffing requirements for Divisional management and programme delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the Division's objectives
- Ensure that all staff receives an orientation to the Division and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

In order to ensure appropriate planning and management of human resources

Financial accounting and reporting:

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally recognised Accounting Practice (GRAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the Agency are met including Income Tax, VAT, and Employer contributions
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and manage the external audit
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash

- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage cash flow and prepare cash flow forecasts as per policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortised, and disposed of as appropriate
- Assist the CEO with financial reporting as required at Board meetings

In order to ensure overall performance of financial accounting and reporting duties for the Agency

Payroll preparation and administration:

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time
- Issue annual employee income tax certificates as per statute

I**n order to ensure proper payroll administration and employee benefits administration for the Agency**

Budget preparation:

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the CEO and the Board
- Assist Senior Managers (Programme Managers) and Managers (Project Managers) with the preparation of budgets for funding applications

In order to ensure sound budgeting for the Agency

Project management accounting:

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements against project budgets
- Provide accurate and timely reporting on the financial activity of individual projects

In order to ensure project-specific accounting for the Agency

Financial systems and controls:

- Evaluate the need for new technology to meet the Agency's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the Agency's information requirements and financial resources

In order to ensure appropriate platforms for financial systems administrations and internal controls for the Agency

Risk management:

- Identify and evaluate the risks to the Agency's people (clients, staff, management), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Agency carries appropriate and adequate insurance coverage for people and assets
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

In order to ensure proper risk mitigation for the Agency

Supply chain management:

- Plan and lead the activities for demand management and the development of an annual procurement plan
- Plan and lead the activities for acquisition management, and purchasing management
- Plan and lead the activities for contract management
- Plan and oversee the operation of provisioning stores, and stock-taking
- Develop and implement framework for supply chain performance monitoring and evaluation

In order to ensure the strategic management of supply chain management for the Agency

Perform any other related duties as instructed by the Chief Executive Officer

ENQUIRIES: Mr. T.P Maleka – 07137000444
APPLICATIONS: recruitment@golimpopo.com

Notes: Applications, together with a concise CV, Certified copies of certificates and ID copy can be emailed or hand delivered at ERF 92/688, Portion 2, Southern Gateway EXT 4, N1 Main Road, Polokwane for the attention of the Acting Chief Executive Officer.

All attachments for email applications must include an application cover letter, CV and copies of qualifications in PDF format and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post, where provided. JPEG (picture/snapshot) application will not be accepted.

Closing Date: 13 November 2026

PLEASE NOTE: Appointable candidates will be subjected to personnel suitability checks (Verification of qualifications and criminal record checks). Applicants with foreign qualifications must attach certified copies of certificates of evaluation by the South African Qualification Authority (SAQA).
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.