

JOB PROFILE

POSITION DESCRIPTION	
Position Title	Chief Financial Officer (CFO)
Purpose	The purpose of this position is to provide strategic financial leadership that directs and oversees the organisation's financial planning, implementation, and reporting. The role ensures compliance with financial policies, procedures, and accounting standards while safeguarding sustainability through effective risk management and robust internal controls. Accountable for Financial Planning and Reporting, Revenue and Expenditure, Asset Management, Supply Chain Management at both strategic and operational levels, the position enables the organisation to manage resources responsibly, deliver on its mandate, and achieve long-term objectives with integrity and accountability.
Division	Finance
Reports To	Chief Executive Officer
Position location	Head Office
Peromnes Grade	P4
Number of Direct Reports	3

POSITION REQUIREMENTS	
Minimum Qualification	- Honours Degree in Accounting or equivalent (NQF 8). - Chartered Accountant (CA(SA)) qualification.

Essential Experience	• At least eight (8) years' experience in financial leadership, including a minimum of three (3) years as a Chief Financial Officer and five (5) years at senior management level, with exposure to public or private sector. • Executive Financial Leadership: Proven track record of providing financial leadership at Board and Executive Committee level. • Financial Planning & Reporting: Budgeting, forecasting, and preparation of Annual Financial Statements (GRAP/IFRS, PFMA). • Governance, Risk & Compliance: Extensive experience in internal controls, audits, PFMA/Treasury compliance, and enterprise risk management. • Strategic Finance & Transformation: Aligning financial strategy with organisational goals; experience in sustainability and turnaround initiatives. • Supply Chain & Asset Management: Oversight of SCM processes, procurement planning, and bid committees. • People & Stakeholder Leadership: Leading finance teams, managing labour relations, and engaging stakeholders (Board, Treasury, AGSA, donors, unions). • Technology & Innovation: Use of ERP/financial systems, driving digital finance and process improvements.
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Knowledge	• IFRS and GRAP financial reporting standards and their practical application. • Corporate governance frameworks, the Companies Act, the Public Finance Management Act (PFMA), Treasury Regulations, and other prescripts applicable to Schedule 3A entities. • Knowledge of contracting, negotiation, and change management practices. • Budgeting, forecasting, performance reporting, and cash flow management. • Internal controls, compliance, and enterprise risk management. • Capital management, investment principles, and funding models. • Strategic planning, business transformation, and sustainability considerations (including ESG and integrated reporting). • Financial systems (ERP), reporting tools, and emerging finance technologies. • Leadership, people management, and stakeholder engagement with boards, regulators, auditors, and other key partners. • Awareness of developments in accounting standards, legislation, and organisational governance requirements. • Understanding of project management principles as applied to financial and operational initiatives.
Skills & Abilities	• Visionary Leadership • Strategic Leadership • External Awareness • Political Acumen • Leveraging Diversity • Negotiation and problem solving • Creativity & Innovation • Ability to work as a team leader • Strong analytical skills and ability to interpret and advise on the application of legislation • High levels of discretion and sensitivity • Ability to interpret international and local conditions and trends • Excellent communication skills • Ability to work under pressure • Ability to drive and motivate change • Ability to provide sound advice at all levels

MAIN AREAS OF RESPONSIBILITY

Executive Financial Leadership & Strategy	• Provide strategic financial leadership to safeguard public funds and ensure their efficient, economic, and effective use. • Develop and oversee the implementation of the organisation's financial strategy, annual budget, and medium-term financial plan aligned with the Strategic Plan and Annual Performance Plan. • Lead the preparation of multi-year revenue and expenditure forecasts to inform long-term sustainability. • Formulate and recommend to the Board financial strategies and programmes that support organisational transformation and growth. • Establish and implement financial policies, procedures, and internal controls that promote accountability and resilience. • Ensure sound cash flow, banking, and investment management to sustain short-, medium-, and long-term viability. • Oversee the preparation of Annual Financial Statements and internal and external audit processes. • Oversee the development, implementation, and maintenance of a comprehensive Asset Register to safeguard organisational assets. • Ensure that all expenditure is authorised in line with the Delegation of Authority (DoA) and decisions of the Grant Funding Committees and all related policies. • Lead and support fundraising initiatives and ensure effective management of both public and donor funds entrusted to the NDA for civil society development. • Translate complex legislative, financial, and socio-economic requirements into clear, sustainable financial strategies and transparent reporting. • Champion financial transformation initiatives that modernise systems, embed accountability, and strengthen organisational credibility. • Drive initiatives to position the organisation as a sustainable and credible development agency.
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Governance, Compliance & Accountability	• Foster confidence among stakeholders through transparent governance and credible financial stewardship. • Ensure compliance with the PFMA, Treasury Regulations, the Companies Act, GRAP standards, and other relevant prescripts applicable to Schedule 3A entities. • Champion adherence to financial best practices and ethical governance standards across the organisation. • Monitor and address non-compliance with financial policies, ensuring expenditure remains within approved budgets. • Maintain and implement departmental risk registers and embed a culture of compliance. • Ensure timely preparation, approval, and submission of monthly, quarterly, and annual statutory financial reports.
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Supply Chain Management & Procurement Oversight	• Oversee implementation of the organisation's Supply Chain Management Policy and related regulations. • Ensure procurement processes support the NDA's developmental mandate by embedding efficiency, fairness, and socio-economic impact in supply chain practices. • Provide leadership and accountability for procurement planning, bid committee processes, and supply chain operations. • Approve procurement requisitions in line with delegations and ensure transparency, fairness, and compliance in all SCM activities. • Strengthen internal control systems to meet audit and governance requirements. • Provide guidance on complex supply chain matters to ensure effective service delivery.
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People Leadership & Organisational Development	• Lead, motivate, and manage the Finance Department to ensure delivery of strategic and operational objectives. • Build financial capability and accountability across the organisation, ensuring finance is a partner in enabling strategic programme delivery. • Oversee performance management, capacity building, and skills development initiatives within the department. • Drive succession planning, coaching, and mentoring to strengthen leadership capacity. • Promote a positive, high-performance culture that aligns with NDA values and policies. • Ensure sound labour relations management and adherence to human resources policies, including leave and time and attendance.
Risk Management & Assurance	• Identify, assess, and mitigate financial and operational risks affecting the organisation. • Provide foresight on emerging risks, enabling leadership to make informed decisions in a complex financial and socio-economic environment. • Maintain an up-to-date financial risk register and implement risk mitigation strategies. • Oversee the resolution of audit findings and ensure effective follow-up actions. • Provide regular assurance reports on risk and compliance matters to management and the Board.
Financial & Regulatory Reporting	• Ensure full compliance with statutory and regulatory reporting requirements (PFMA, Treasury Regulations, DORA, Companies Act, NDA policies). • Lead the preparation of accurate, timely, and transparent financial and performance reports, including the Annual Financial Statements for submission to management, the Board, and oversight bodies. • Promote integrated reporting practices that enhance organisational accountability and credibility. • Ensure financial reporting not only meets compliance requirements but also demonstrates how resources are mobilised and applied to achieve the NDA's poverty eradication and development mandate.

KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
• NDA Management and Staff • NDA Board • Unions • Suppliers • Other Stakeholders	• Government Departments e.g. DSD, National Treasury, AGSA etc. • CSO's • Donor Agencies and Organisations • Audit Firms and Service Providers • Parliamentary Committees

Signed by: (Job Holder)	Authorised by:
Date:	Date: