

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



DEPUTY MANAGER – REVENUE AND BUDGET MANAGEMENT

REFERENCE NO: **MACSFHO/082025/04**

POST LEVEL 10 R621 400,55 as a basic salary excluding bonus and benefits

Permanent Employment Contract

1. Job Purpose

To manage (plan, lead, organise and control) the entities revenue management and budget process by developing the necessary literature that will guide implementation.

2. Duties and Responsibilities

- Develop, implement and monitor revenue management strategy and policy
- Ensuring that revenue transactions are accurately and completely recorded in line with GRAP.
- Overseeing the process of performing monthly reconciliations by all regional offices.
- Designing and monitoring the implementation of processes to collect all revenue due to the entity.
- Assisting in development and monitoring of the policies and procedure manuals.
- Assisting in the annual review of revenue tariffs.
- Assist in the development of budgets.
- Assisting in preparation of Interim Financial Statements, Annual Financial Statements and supporting working papers in line with Grap.
- Assisting the preparation of the annual and adjustment budgets.
- Preparing the monthly IYM and monitoring cash flow.

- Looking for cost-reduction opportunities.
- Ensuring the entity meets all its statutory and compliance reporting obligations.

2. Minimum Requirements:

- A Grade 12 certificate and a three (3) year tertiary qualification (NQF level 6) in Financial/Management Accounting.
- Five (5) years work experience in revenue management and/or budget management, of which three (3) years must be at supervisory level.
- A valid driving licence.
- Knowledge of PFMA, Treasury regulations and GRAP.
- Knowledge of SAGE 300.
- Completed SAICA articles will serve as an advantage.