

EXTERNAL ADVERT: TREASURY FINANCIAL PLANNER

LOCATION:	CENTURION
DATE:	OCTOBER 2023
REPORTS TO:	TREASURY OPERATIONS OFFICER
NATURE OF EMPLOYMENT:	PERMANENT
TOTAL COST TO COMPANY:	MARKET RELATED

[TREASURY FINANCIAL PLANNER]

PURPOSE:

The purpose of this position is the management of loans and cash (i.e., responsible for loans and payments administration on all local and foreign loans, administration of forward exchange contracts and daily cash flow management). It also includes financial planning and budget input (responsible for annual budget funding requirements, annual cash flow forecasts, long term budget forecasts and providing input into the annual financial statements).

AREAS OF RESPONSIBILITIES:

The key performance areas of the role will focus on, but not limited to:

CATEGORY	KPAs
Loan Management and Debt Servicing	<ul style="list-style-type: none"> • Accurate, reliable loan schedules, continuous updating with payments, disbursements & interest rates. • Accurate booking and regular maintenance of new drawdowns and loans on FTI Star. • Timeous and accurate, SARB and National Treasury reports, and drawdown requests. • Accurate and timeous loan and coupon payments, BOP reports, transfer instructions. • Timeous Exchange Control Approvals and Extensions for debt servicing. Provide technical advice on processing technology, capability, risks, and costs.

Cash flow Planning and Actual Funding requirements	<ul style="list-style-type: none"> • Reliable daily cash flow requirements. • Detailed updated monthly forecast schedules. • Reliable month end updates. • Accurate reconciliation – two weeks after monthly receipt of cash books
Annual Budget Review Process	<ul style="list-style-type: none"> • Detailed and accurate forecasts on local and foreign loans for budgets as per the budget review deadlines. • Reliable and timeous update of funding requirements with loan forecasts and divisional numbers.
Financial Year-end	<ul style="list-style-type: none"> • Detailed, accurate and timeous loans input, admin, reporting as per the financial year end deadlines. • Detailed and timeous assistance internally and to external auditors on Financial Yearend.
Treasury Reporting and Administration	<ul style="list-style-type: none"> • Update monthly PF&T reports and preparation of quarterly Funding Report. • Detailed & reliable monthly and quarterly reporting, detailed and accurate variance explanations for actuals vs budget. • Detailed & reliable monthly diary for all projects on loans, maturities, interest, capital and regulatory submissions and requirements.
Organisational participation	<ul style="list-style-type: none"> • Timeous, accurate and quality contributions to committees / task teams / governance processes and organisational wide intervention (e.g. Monthly reporting to the Minister. • Liaison with committee chairs, processes owners and line manager).

MINIMUM REQUIREMENTS

- B Degree/B Tech (NQF Level 7) Finance, Economics, Business Science or other numerical graduate qualification
- 6 years' experience in Treasury
- At least 2 years in financial planning / loan administration

Please email your CV and a (1) page letter of motivation to careers@tcta.co.za.
For enquiries, please contact Sebenzile Mtshiyoy at smtshiyoy@tcta.co.za

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages people with various disabilities to apply.

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

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Closing date for applications: 06 November 2023