



AHC CFO JOB SPEC

JOB PURPOSE:

The Chief Financial Officer (CFO) will report to the CEO and is expected to provide strategic financial leadership for the organization. In addition, the CFO will manage the finance and procurement functions of the organization and its managed facilities, so as to support growth and ensure effective financial management.

MINIMUM REQUIREMENTS:

- CA (SA)
- At least 5 years' experience at senior management level
- Practical knowledge of Health care an added advantage
- Knowledge of good governance
- General knowledge of broader political, economic and social environment
- A successful track record of leadership and team work

List of skills needed:

KEY RESPONSIBILITY AREAS:

- Identify opportunities and initiatives to expand the services, operations and ultimately the EBITDA of Africa Healthcare and RH Bophelo.
- Identifying available sources of financing to fund growth. Developing finance models and structures to act on capital expansion.
- Ensuring Africa Healthcare is remains relevant by keeping up to date with technological advancement in the industry and overseeing Information technology.
- Ensure adequate cash flow management procedures are in place. Working Capital is proactively managed.
- Assist in identifying risks, contributing to the development, implementation and management of the risk management process.
- Oversee the preparation and submission of monthly financial reports, Interim review reporting and Annual Financial statements.

- Development and maintenance of Group Financial policies and Ensure sound financial controls are in place
- Ensure proper management of group assets (including the safeguarding and the maintenance thereof) and adequate insurance cover.
- Ensure that procurement is in terms of the group framework and that transactions for group and managed companies are fair, equitable, transparent, competitive and cost effective
- Oversee and lead the budgeting process and monitor the utilisation of budgets within the group

ATTRIBUTES AND COMPETENCIES:

- Strong business acumen, ethics and integrity
- Confidence and sensitivity across cultures
- Good communications skills (written and verbal) at all levels and with stakeholders
- Team player, goal driven and energetic
- Approachable, flexible and change oriented
- Pay attention to detail
- Computer literacy Advanced Pastel, MS Office (Word, Excel, PowerPoint)

AHC CFO CURRENT ACTIVITIES OVERVIEW

General

Risk Management and Group Insurance renewal (Marsh Assets, Fleet and Medmal)

- Reporting Medmal claims/cases
- General asset and fleet claims (initiation to payment)

Annual Financial Statement Audit

- Deloitte Audit execution
- Group consolidation for Audit
- Financial statement preparation (AHC Company and Group, AHC Nursing College and Dormants)

Ad hoc stakeholder assistance: Specialist Meetings and Practice agreements ; Merafong Doctors Group Board Meetings and Financial statements, Regulatory assistance

Financial Controls and Policy development

Tax calculations (Annual and Provisional/ Return submission and payment to SARS)

Working Capital Management and Capital raising

Maintenance of statutory records

- Resolutions
- CIPC returns and updated
- Annual return and Board reporting

IT maintenance and controls

BEE Audits/ Certificates

Contracts and rental

Capex and asset approvals (orders/capital votes)

Banking

Mandate reporting and annual facility renewal

- Overdraft
- Creditors maintenance and limits
- User administration/Access
- Petty cash

Release of payments (All)

Intercompany transfers

Quarterly management accounts

Investment

Fleet Cards

8 Accounts (incl Nedbank account statement capture)

Management Entities

- Audit and Financial statement completion
- Financial reporting and structuring (Consolidation, Variance analysis and commentary)
- Board meetings (Meeting invites, Financial reporting, Budgeting , SARS reporting)
- ESG Reporting
- Ad Hoc Board and Investor requests (Internal audit/Turnaround)
- Capital raising (Resolutions/addendums, Contract addendums and follow up)
- Banking and Financial Administration (Access, Approval of payments for release, Cash management)
- Insurance renewals (Assets and Professional liability)

Payroll

- Management of Payroll Administrators
- Leave pay provisions
- Provision for 13th Cheques

- Staff inductions – Iretire, HR , Kaelo and Fraud Hotline
- AHC Company Payroll (processing, capturing and payment)/NC Payroll (processing, capturing and payment)
 - Monthly PAYE returns and payments for group (all employees)
 - Prepare and release Payroll for HO/senior management and Nursing College
 - Review Group payroll and release
 - Release of weekly casual payroll
 - Loading of payment
- Maintenance of employee files (AHC and NC), leave forms, annual information
- Provident Fund- IRetire return, payment and annual returns
- Kaelo employee assistance (structure, lists and updated meetings)
- Deloitte ethics Hotline (reporting)

Human resources

- Equity submissions EEA2 and EEA4
- Skills and Training Submissions
- Ad hoc DOL audits
- Monthly UIF return
- IRP5 and annual employer tax recon

IT

- Management of IT Technician
- Systems implementation and set up
- Maintenance of Network and cloud
- Administration rights

Monthly reporting and Packs

- Kiaat
- Vryburg
- CFM
- EMS
- NC
- The Fountain
- St Helena
- AHC Pharmacy
- AHC HO

Monthly consol reporting pack/ Group reporting management accounts

Annual Budgets and Consol

Invoicing Management Fee/Collections

Sibanye statements and Collections

Supplier liaison Sibanye/Harmony and Gold Fields

Gold Fields First aid training admin/invoicing