



(South African Grain Information Service NPC) - Pretoria

The strategic core function of the South African Grain Information Service NPC (SAGIS) is the gathering, processing, analysing and timeous distribution of reliable agronomic information to all role-players.

POSITION OF THE HEAD CORPORATE: 1 FEBRUARY 2024

Overview: The position of Head Corporate aims to establish adequate internal control to safeguard assets and ensure a controlled financial environment as well as managing all human resource matters.

Mandatory requirements:

- B degree (Accounting / Financial Management or equivalent).
- 5+ years' experience in a similar position (Financial and human resources).
- Computer literate (MS office and Pastel Partner).

Key Responsibilities and knowledge:

- All financial aspects (budgets, general ledger, bank reconciliations, etc).
- Compilation of financial statements.
- All statutory payments / reconciliations for VAT, PAYE, UIF, Skills, IRP5's etc.
- Human resource management (managing of disciplinary actions, maintaining of job descriptions, salaries, appointments, etc.).
- Asset registry and safeguarding of assets.
- Preparation of reports (Board, Members, etc.).
- Minute taking (Board meetings).
- Investment of surplus funds.
- Purchase of stock (stationery, refreshments, cleaning supplies, etc.).

Competencies / Skills / Values:

- Strong leadership qualities.
- Excellent communication and negotiation skills.
- Highly organised with a strong work ethic.
- Good interpersonal skills.
- Meticulous attention to detail.

Remuneration:

Market related all-inclusive package.

Closing date: 27 October 2023 at 10:00.

Submission of applications: Via email for attention to the General Manager at bernards@sagis.org.za
(If you received no response by 3 November 2023 consider your application as unsuccessful.)