Executive Assistant to the CFO – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit an **Executive Assistant to the CFO** in the **Finance Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Chief Financial Officer.**

LOCATION: **Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Sites**

DIVISION: **Finance**

REMUNERATION: **TCOE R 595 052,79 per annum**

JOB GRADE : **C4**

PURPOSE OF THE ROLE

Reporting directly to the CFO, the Executive Assistant provides high level assistance to ensure optimal time management for the CFO and to ensure all administrative and executive support are executed correctly in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the CFO. The Executive Assistant also serves as a liaison to the AIDC's Audit and Risk Committee, and contact between the CFO, staff and Executive and Management teams. The Executive assistant also provides on-going administrative support to the CFO on the monitoring of tasks within the company. Following up on matters deriving from ARC meetings to ensure and provide the office of the CEO with correct and applicable reports and memorandums to enable the office of the CEO to report to the Board of Directors.

The Executive Assistant of the CFO Monitors and Maintain Corporate Governance for the AIDC and incubation companies in order to ensure compliance to the companies act and requirements thereof. Managing Risks and Reporting of Incidents within the Financial Environment also forms a core task of the Executive Assistant of the CFO. The Executive Assistant of the CFO Monitors and Maintain the Insurance and Banking portfolio of the entity.

The Executive Assistant of the CFO ensures proper communication within the Financial Department takes place (Finance Department consists of 5 inter departments, namely Operations, Projects, Systems, Procurement and Payroll).

KEY RESPONSIBILITIES

1. **Financial Departmental**
    - Financial Risk Register – Update (record keeping of evidence), distribute to Operations and file as evidence – monthly.
    - Follow up that following RR's are updated by responsible parties:
        - HR Payroll;
        - Procurement;
        - Maconomy;
        - Finance.
    - Fraud Prevention Plan.
        - Update;
        - Submit to CFO for presentation at ARC and Board for Approval.
    - Problem solving.
    - Assisting external and internal auditors with queries and tracking of Requests for Information issued by AGSA

2. **CFO Support**
    - Financial Management Support.
    - Manage Diary of CFO.
    - Delegations of Authority (SPDC ta AIDC & ESDA); Compile letters and lists for incoming new staff with relevant letters (signed) as and when identified. Cancel DoA's when staff member leaves the employ of Company.
    - Updating of Finance Induction Manual for HR Training and induction of staff on financial matters.
    - Maconomy and Procurement:
        - As per requirements;
        - Compiling of single source motivations as required;
        - Procurement documents/ contracts etc. for signature and redistribution after CFO signed.
    - (Monthly Reporting to GGDA) – Evidence File for GGDA and Audit Purposes
        - Monthly Procurement Plan

- Monthly Procurement Report
- Irregular Expenditure Register
- Fruitless and Wasteful Expenditure Register
- SCM Internal Control Checklist
- SCM Contract Register
- Finance Internal Control Checklist
- Management Accounts
- ARC & Checklist
- Progress on Cases Reported – (Insurance)

3. Relationship Management

- Bank Managers;
- Auditors;
- GGDA;
- Customer liaison and communicating with external people;
- Staff – Assist staff with queries towards CFO if possible, to ensure effective time management of CFO;
- Assist staff with info needed of a financial and corporate governance nature for tendering purposes;
- Email and correspondence: Daily;
- Compile and write emails, memorandums, letters etc. on behalf of CFO
- Company Profile Management:
  - Bank Profiles, signatories etc.;
  - Insurance Portfolios and insurance claims;
    - Assisting and advising staff to ensure claims are approved;
    - Tracking of claims up to finalization of payment and outcome of input by HR Manager.

4. Maintain Corporate Governance Registration

- Tracking and reporting corporate governance (SPDC, AIDC, ESDA, FORD, GALC & Winterveldt;
- Company Info lists on Template Manager – keep updated with latest info for tendering purposes and information needed on SPDC ta AIDC and ESDA;
- Ensure CIPC Annual Returns are done;
- Governance Tracker tracking (All Companies – SPDC/ ESDA/ FORD/ GALC / Winterveldt)
    - CIPC Status

- Annual Returns
- Income Tax
- VAT
- Bank Accounts
- Workmen's Compensation
- Unemployment Fund
- Employees Tax/ PAYE/ SITE/ Skills Development Levy
- Delegations of Authority
- BBBEE Status - Expiry Dates
- Tax Clearance – Expiry Dates
- Motor Industry Ombudsman of South Africa (MIOSA) where applicable
- MERSETA ACCREDITATION where applicable

- Update Board members etc.
- Obtain Resolutions to effect board decisions (i.e. Bank Accounts etc.) (ESDA - All)

5. Audit and Risk Committee Coordination

- Administration Support.
- Compiling of ARC agenda with CFO and Exco input and send to GGDA for pre-approval;
    - Request relevant documents from responsible parties for agenda points to serve on ARC meetings. Follow up frequently.
    - Compile Memos for ARC agenda items where needed.
    - Compiling of matters arising from ARC minutes – Follow up for feedback to ARC and Board.
    - Ensure any requested changes, as a result of decisions made at the ARC meeting, to documents are clearly communicated to responsible parties in time to be changed for the Board of Directors meeting;
    - Providing the Assistant of the CEO with information already compiled for the ARC meeting for usage at the Board Meetings.
- Ensure matters arising from ARC are compiled and distributed to all members and invitees of the ARC.
- ARC Minutes Management
    - Signed minutes, declarations and attendance register are pasted in minute books and a complete set of all documents of the ARC meetings are on file (hard copies and electronic) to ensure sound governance and audit purposes.

- ARC Agenda, memorandums and documents forwarded to the Executive Assistant of the CEO to be used for the Board meetings that take place after the Audit and Risk Committee meetings.

6. **General and other**
   - Investment Committee Meetings
     - Set up meetings
     - Drafting of Agenda
     - Compiling and distributing of Agenda and Templates prior to next meeting
     - Record keeping : Attendance Register
     - Drafting of Minutes and distribution to all relevant parties
   - **Financial Departmental Meetings**
     - Set up meetings
     - Drafting of Agenda
     - Compiling and distributing of Agenda prior to next meeting
     - Attendance Register
     - Drafting of Minutes and distribution
     - Ensure Compliance on ICT declarations and Gift Declarations on Departmental level
   - **Operational and Strategic Sessions for Finance**
     - Drafting of Minutes and distribution, ensure tracking and updating by relevant Managers (operations, Projects, Payroll, Procurement, Systems)
7. **Commissioner of Oaths:**
     - Certification of documents for HR Department/ Staff/ Students and tenants of the Automotive Supplier Park.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric certificate /Grade 12 and National Diploma in Business Administration/Secretarial/Office management or related field
- 10 years at executive level as an Executive Assistant (Executive Level).

AIDC is an equal opportunity employer. Appointment will be made in line with the organization's Employment Equity policy. Only shortlisted candidates will be contacted.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

- Preference will be given to people with different abilities, women and previously disadvantaged individuals to promote Employment Equity within the group.
- Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.

Applications should be addressed to **https://bit.ly/GGDAGroupRecruitment**

Enquiries should be addressed to **hrrecruitment@aidc.co.za**

The closing date for applications is **06 November 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA