

CURRICULUM VITAE

EOUDIA F CHADINHA

02/06/2022

CURRICULUM VITAE
EOUDIA FREDRICKA CHADINHA

GENERAL INFORMATION

Home Address: 15 Poolman Avenue
KURUMAN
8460
Northern Cape

Postal Address: PO Box 1988
KURUMAN
8460
Northern Cape

Cellphone Number: 076 098 2091 / 079 134 7733

Telephone Number: (053) 712 8779 (work)

E-mail: eoudia@gmail.com

PERSONAL DETAILS

Surname: Chadinha

First Names: Eoudia Fredricka

Identity Number: 720320 0015 082

Date of Birth: 20 March 1972

Age: 50 years

Race: White

Gender: Female

Marital Status: Married

Dependants: One

Languages: English
Afrikaans

Health: Excellent

Drivers Licence: Code EB

PROFESSIONAL MEMBERSHIPS

Institution: South African Institute of Professional Accountants (SAIPA)

Membership No: 45951 (Full Membership)

Membership since: December 2017

QUALIFICATIONS

SECONDARY QUALIFICATIONS

School Attended: Bosmansdam High School
BOTHASIG
Cape Province

Highest Standard: Matric - 1990

Subjects: Afrikaans First Language HG
English Second Language HG Accountancy SG
Mathematics SG Biology SG
Typing SG (35 w.p.m.)

Awards: Outstanding progress in Afrikaans

Extra-mural Activities: Hockey
Member of the First Aid Association

TERTIARY QUALIFICATIONS

Institution: South African Institute of Professional Accountants (SAIPA)

Postgraduate Diploma: **Postgraduate Diploma: Professional Accountant in Practice**
(Completed) NQF 8 (SAQA Qualification ID No. 20391)

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Institution: University of Pretoria

Certificate (NQF TBA) **Certificate: Municipal Financial Development**
(Completed): **Certificate: Municipal Financial Management**
(SAQA Qualification ID No. 48965)

Institution: University of South Africa (UNISA)

BTech (NQF TBA) **BTech: Cost and Management Accounting (BTCMA)**
Completed: (SAQA Qualification ID No. 62315)

Modules Passed: Management Accounting Techniques as an Aid in Decision-Making
(ACN306Y)

Financial Planning and Control (ACN3073)
Financial Analysis, Valuation and Restructuring (ACN3084)
Aspects of Internal Control of Importance to an Auditor (AUE301P)
Business Strategy II (BNJ201)
Distinctive Financial Reporting (FAC3702)
Specific Financial Accounting (FAC3703)
Financial Management (FIN2601)
Financial Management (FIN3701)
Project Management V (PMN501B)
Research Methodology (RME101Q)

Institution: University of South Africa (UNISA)
Bachelor Degree (Completed): **Bachelor Degree of Accounting Science (BCompt)**

Institution: University of South Africa (UNISA)
National Diploma (Completed): **National Diploma: Cost and Management Accounting (NDCOS)**

Institution: University of South Africa (UNISA)
National Higher Certificate (NQF TBA) Completed: **National Higher Certificate: Financial Information Systems (NHC FIS)**

Institution: University of South Africa (UNISA)
National Certificate (NQF TBA) Completed: **National Certificate: Information Technology**

Institution: Tygerberg College
PANORAMA
National Certificate (Completed): **National Certificate N4, N5 & N6 (Commerce) Secretarial**

WORK EXPERIENCE

Current Employer: John Taolo Gaetsewe District Municipality
4 Federale Mynbou Street
KURUMAN
8460

Current Position: Manager: Assets and Revenue

Period employed: 1 July 2020 to Current

Functions:

- Evaluate and report to the Chief Financial Officer / Accounting Officer and other senior managers on the alignment and achievement of municipal strategies and goals in respect of activities, service delivery and performance within the area of responsibility.
- Review and monitor grant performance and grant register
- Monitor and advise Chief Financial Officer / Accounting Officer of the changes that may affect the working capital, including legislation, inflation and resource allocations.
- Support the Chief Financial Officer / Accounting Officer in monitoring and reporting on working capital, including how that affects investment options, revenue and debt collection.
- Support the Chief Financial Officer to ensure that the assets and revenue process aligns the budget and related budget policies to the integrated development plan (IDP) and service delivery and budget implementation plan (SDBIP)
- Ensure compliance to the legislative framework governing municipal assets and revenue
- Support the implementations of systems to encourage and enforce good governance, ethics and code of conduct
- Support and contribute to the timely preparation, submission and publication of statutory reports including the AFS, Annual reports and In-Year report (Sec 71, 72, 52, 11(4) etc. and monitor performance.
- Co-ordinate financial reports (monthly and quarterly)
- Participate in the process of compiling AFS and Audit file
- Ensure compliance with applicable legislation of local government Ensure submission of council items
- Provide inputs to original and adjustment budget pertaining to revenue and assets
- Ensure that all financial information required by other departments is received timeously
- Analysis of votes for incorrect allocations
- Review investment register and ensure funds are invested timeously *with the highest possible return*
- *Review monthly debtor's analysis and reconciliations and ensure revenue is collected and receipts allocated against the correct debtor's accounts when received*
- Review monthly VAT reconciliations and submission of VAT201 and EMP501
- Mentoring of MFMIP finance interns

Additional to above KPI's:

Chairperson of Bid Specification Committee

Chairperson of the Asset Management Steering Committee

Previous Employer: John Taolo Gaetsewe District Municipality
4 Federale Mynbou Street
KURUMAN
8460

Current Position: Manager: Budget & Reporting

Period employed: 14 February 2017 to 30 June 2020

Functions:

- Evaluate and report to the Chief Financial Officer / Accounting Officer and other senior managers on the alignment and achievement of municipal strategies and goals in respect of activities, service delivery and performance within the area of responsibility.
- Contribute and co-ordinate the preparation of multi-year revenue and expenditure forecasts
- Monitor and advise Chief Financial Officer / Accounting Officer of the changes that may affect the working capital, including legislation, inflation and resource allocations.
- Support the Chief Financial Officer / Accounting Officer in monitoring and reporting on working capital, including how that affects investment options, revenue and debt collection.
- Support the Chief Financial Officer to ensure that the budget process aligns the budget and related budget policies to the integrated development plan (IDP) and service delivery and budget implementation plan (SDBIP)
- Ensure compliance to the legislative framework governing municipal budget and formats
- Support the implementations of systems to encourage and enforce good governance, ethics and code of conduct
- Support and contribute to the timely preparation, submission and publication of statutory reports including the AFS, Annual reports and In-Year report (Sec 71, 72, 52, 11(4) etc. and monitor performance.
- Review preparation and processing of payments
- Co-ordinate financial reports (monthly and quarterly)
- Participate in the process of compiling AFS and Audit file
- Ensure compliance with applicable legislation of local government Ensure submission of council items
- Compilation of original and adjustment budget
- Ensure that all financial information required by other departments is received timeously
- Analysis of votes for incorrect allocations
- Prepare the Employee-related budget
- Review and authorise the monthly payroll
- Review monthly VAT reconciliations and submission of VAT201 and EMP501

Software packages used:

- Sage Evolution
- Sage 300 People Payroll
- Sebata FMS and EMS
- MS Office XP
- Professional MS
- Outlook
- Standard Bank Banking Application

Additional to above KPI's:
Member of the Bid Evaluation Committee

Previous Employer: Kgatelopele Local Municipality
P.O. Box 43
DANIELSKUIL
8405

Current Position: Acting Chief Financial Officer

Period employed: 1 December 2015 to 13 February 2017

Functions:

- Provide strategic leadership in the finance department of the Municipality
- Develop and continuously evaluate short- and long-term strategic financial objective of the municipality
- Contribute substantively to the Municipality's strategic, integrated development and performance planning and reporting processes.
- Ensure that financial targets and budget implementation are fully consistent with Municipality's integrated development Plan, Service Delivery Budget Implementation Plan (SDBIP) and relevant agreements with other sector departments.
- Overseeing the implementation of the performance management system within area of responsibility. Analysing the financial and non-financial impact of changes in the external and internal environment that could affect area of responsibility.
- Managing and implementing change management initiatives within area of responsibility (as required).
- Ensure effective and efficient management and control of municipal bank accounts and investments.
- Developing and implementing finance and financial management strategies.
- Compiling and managing the Municipality's budget in alignment with the Integrated Development Plan (IDP).
- Meet reporting requirements as required in terms of financial management legislation, such as the MFMA, Treasury Regulations and DORA.
- Supporting the accounting officer in overseeing the financial management, tax implications and performance of service delivery mechanisms, both internal and external (including municipal entities) and outsourced service agreements.
- Developing and managing the Municipality's system for managing revenue, including billing, collection and debt recovery in line with legislative requirements and relevant standards.
- Developing and implementing a supply chain management strategy for the Municipality.
- Developing and maintaining the system for managing the Municipality's assets.
- Supporting the implementation of strategies and systems to encourage good governance, ethics and code of conduct, e.g. mechanisms for reporting misconduct, fraud, and corruption.
- Ensure effective management of assets liabilities.
- Contributing to and supporting the accounting officer with the establishment and maintenance of effective, efficient and transparent systems for financial risk management and internal control.
- Conceptualising and formulating financial policies and by-laws in line with relevant frameworks and within the Municipality's constraints.
- Establishing and maintaining effective stakeholder relations within areas of responsibility.

Additional to above KPI's:
Chairperson of Bid Adjudication Committee

Previous Employer: Kgatelopele Local Municipality
P.O. Box 43
DANIELSKUIL
8405

Previous Position: Manager: Revenue

Period employed: 14 July 2014 to 30 November 2015

Functions:

- All relevant functions associated with the revenue section with regards to managing the section i.t.o. debtor's administration, debt recovery, revenue sustainability and reviewing revenue policies and by-laws.
- Identify and define short to medium term objectives and priorities of the revenue section outlining growth and sustainability
- Assist as key role-player in compilation of the annual and quarterly SDBIP reports and mid-year performance/budget assessment report to Council
- Overseeing and the compilation monthly management report to the Chief Financial Officer
- Provide figures for the draft annual budget for the Revenue Section and coordinating the annual revenue budget
- Provide statistics and information for the Annual Report, Oversight Report, IDP and Provincial and National Treasury Departments
- Analysing and adjusting the workflow process of accounting procedures and improving controls and processes against service delivery requirements and statutory financial regulations
- Monitoring and overseeing the application of legislation, regulations, procurement policies and statutory provisions with respect to payments of service providers and acquisition of supplies for the Revenue section
- Interpreting, analysing and report on audit findings and investigative reports
- Authorise and oversee reconciliation of debtor age analysis, rates reconciliation, debtor's movement reconciliation, water and electricity losses with compliance to legislation, regulations and policies Coordinating the closing of accounts at year-end and submission of relevant information for the compilation of the annual financial statements
- Coordinating debtor, cashier and banking functions
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements
- Participating in the recruitment and selection process
- Approving specifications for job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews
- Motivation for appointment of successful job interview candidates
- Counselling and consulting with personnel on developmental goals, career paths and short-term targets and standards
- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications and preparing reports for the inclusion into the Skills Development Planning of the department
- Manage staff consisting of eleven employees
- Provide guidance, discipline, training and advice to staff Effective planning of leave requests and approval of leave Maintain the debtor's management systems (SAMRAS) Investigate and resolve complex queries
- Assist and/or report to Council, Senior Management and public regarding revenue related issues

Additional to above KPI's:

Champion for SCOA on SAMRAS for Kgatelopele Municipality
Community Participation Meetings (Budget, IDP, policies)
Member of the Bid Evaluation Committee

Software packages used: SAMRAS DB4
MS Office XP Professional
MS Outlook
IMIS (Integrated Management Information System)
FNB Online Banking
CigiCell Prepaid Electricity Application Meter-It Web-based Application

Current Employer: Overstrand Municipality
P.O. Box 20
HERMANUS
7200

Current Position: **Manager: Expenditure and Assets**

Period employed: 1 June 2009 to 25 September 2013

Previous Acting Position: **Acting Senior Manager: Expenditure & Assets**

Period employed: 1 December 2007 to 31 May 2008

Functions:

- All relevant functions associated with the expenditure section with regards to salaries, creditors, assets and insurance.
- Updating and maintaining the Asset Register
- Assist as key role-player in compilation of the annual and quarterly SDBIP reports and mid-year performance/budget assessment report to Council
- Overseeing and the compilation monthly management report to the Director: Finance
- Provide figures for the draft annual budget for the Expenditure Section and coordinating the annual salary budget
- Provide statistics and information for the Annual Report and Provincial and National Treasury Departments
- Analysing and adjusting the workflow process of accounting procedures and improving controls and processes against service delivery requirements and statutory financial regulations
- Monitoring and overseeing the application of legislation, regulations, procurement policies and statutory provisions with respect to payments of service providers and acquisition of supplies Interpreting, analysing and report on audit findings and investigative reports
- Providing guidance to departments on the procedural requirements pertaining to accessing, utilising and administration of funds
- Authorise and oversee reconciliation of operational and capital expenditure payments with compliance to legislation, regulations and policies
- Coordinating the closing of accounts at year-end and submission of relevant information for the compilation of the annual financial statements
- Coordinating payroll functions including contributions to third parties on a monthly/weekly basis
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements
- Participating in the recruitment and selection process
- Approving specifications for job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews
- Motivation for appointment of successful job interview candidates
- Counselling and consulting with personnel on developmental goals, career paths and short-term targets and standards
- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications and preparing reports for the inclusion into the Skills Development Plan of the department

- Manage staff consisting of sixteen employees
- Provide guidance, discipline, training and advice to staff
- Effective planning of leave requests and approval of leave
- Maintain the creditors and asset management systems (SAMRAS) Investigate and resolve complex queries
- Assist and/or report to Council, Senior Management and public regarding expenditure related issues Monitoring and overseeing the compilation and up to date asset register.

Software packages used: SAMRAS DB4
MS Office XP Professional
- Collaborator
Ignite
GroupWise
ABSA Cashfocus

Previous Position: **Accountant: Creditors (Overstrand)**

Period employed: 1 November 2006 to 31 May 2009

Functions:

- Authorise orders for purchases, services and payments of expenditure (including capital projects) in accordance with relevant procurement policy, legislations, Council resolutions and approved tenders
- Submit monthly report to Director: Finance on expenditure
- Transfer and authorise payments, journals and billing refunds Balance and reconcile creditors control vote
- Co-ordinating and conducting financial year-end process
- Evaluate and manage vehicle budget of ± R18 million
- Transfer and authorise payments, journals and billing refunds Transfer between internal bank accounts
- Balance and reconcile creditors control vote
- Investigate and resolve complex queries
- Assist and/or report to Council, Senior Management and public regarding expenditure related issues Provide guidance, discipline, training and advice to staff

Previous Position: Assistant Accountant: Creditors (Overstrand)

Period employed: 1 March 2005 to 31 October 2006

Functions:

- Manage staff consisting of six personnel members (4 Senior Clerks and 2 Clerks Gr. 1) in the Creditors Department
- Provide guidance, discipline, training and advice to staff Approve leave
- Maintain the creditor's management system (SAMRAS) Investigate and resolve complex queries
- Assist and/or report to Council, Senior Management and public regarding procurement, payments, creditors and queries
- Submit monthly report to Director: Finance on expenditure Respond to auditor's queries relating to creditors
- Authorise orders for purchases, services and payments of expenditure (including capital projects) in accordance with relevant procurement policy, legislations, Council resolutions and approved tenders Transfer and authorise payments, journals and billing refunds
- Transfer between internal bank accounts
- Balance and reconcile creditors control vote
- Manage creditor financial year-end process
- Compile, evaluate and manage vehicle budget of ± R12 million

Previous Position: Senior Clerk: Relief / Vehicle Costing (Overstrand)

Period employed: 14 December 2001 - 28 February 2005

Functions:

- Managing the financial aspects of the vehicle fleet: Overstrand
- Processing and reconciliation of Wesbank First Auto Statements: Overstrand drawing of journals for the payment of vehicle costs
- Planning, drafting, processing and managing of vehicle budget: Overstrand Full-time Creditors
- Payment of capital projects and service contracts
- Managing & reconciliation of general expenditure
- All creditors functions (Invoices, orders, payments, reconciliations, cheques, negotiating for discount, etc.)
- Processing and filing all relevant documents

When necessary: Relief

- Relief to Salary and Wages Department
- Processing of clock cards and capturing of the weekly wages and calculation of monthly wages
- Enquiries regarding personnel details
- Process information regarding allowances (Overtime, standby, acting allowance, etc.) Payment of pension, medical, garnishees, etc.
- File reports and other documentation
- Printed and written IRP5's when requested Processing of telephone accounts
- Check the weekly wages at the bank on Fridays Pay out of wages at Municipal Stores
- Relief the Town Treasurer's Secretary (when necessary) Relief to the Stores personnel when on leave
- Handling and reconciling of petty cash

Previous Position: Acting Secretary of the Engineering Department

Period employed: 6 November 2001 - 13 December 2001

Previous Position: Assistant to the Secretary of the Engineering Department

Period employed: 9 April 2001 - 25 July 2001
1 November 2001 - 5 November 2001

Previous Position: Assist the Assistant Human Resources Officer of the Human Resources Department

Period employed: 25 July 2001 - 31 October 2001

REFERENCES

Current Employer:

Mr Disang Molaole
Municipal Manager
John Taolo Gaetsewe District Municipality
P.O. Box 1480
KURUMAN
8460
Cell: 084 083 5111
Tel: (053) 712 8700

Mrs. Galaletsang Moroane
Chief Financial Officer
John Taolo Gaetsewe District Municipality
4 Federale Mynbou Street
KURUMAN
8460
Cell: 082 689 4223_

Previous Employers:

Mr Morgan Motswana
Municipal Manager
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405
Cell: 072 258 5891

Mrs. Petra Jacobs
Chief Financial Officer
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405
Tel: (053) 830 8352
Cell: 071 104 5763 / 081 443 8171

Mr Don Kearney
Area Manager
Overstrand Municipality
P.O. Box 20
HERMANUS
7200
Tel: (028) 313 8000
Cell: 084 616 1319

Adv. Jan Koekemoer
Principal
Cape Retirement Fund
P.O. Box 4300
TYGER VALLEY
7536
Cell: 083 325 0485

(Previous Position: Municipal Manager at Overstrand Municipality)

Highlights while employed in capacity of Manager: Budget & Reporting (John Taolo Gaetsewe District Municipality):

2020/21, 2019/20 & 2018/19:

Municipality received a Clean Audit Outcome for three financial years from 2020/21 to 2018/19 which was a team effort from all employees employed at John Taolo Gaetsewe District Municipality.

Highlights while employed in capacity of Chief Financial Officer (Kgatelopele Municipality):

2016/17:

Improvement of audit outcome from Disclaimer to Qualified Audit Opinion and the Municipality received a CIGFARO Award for Best Improved Municipality.

Highlights while employed in the Revenue Department (Kgatelopele Municipality):

2014:

Development and implementation of procedures and processes in revenue section of Kgatelopele Local Municipality. I have developed and implemented procedures, processes and official forms for the revenue section i.t.o. indigent applications, new connections, disconnections, payment arrangement forms, debtor detail forms, etc. I have implemented strong debtor collection controls and the 50% debt recovery process to curb increased arrear accounts and to motivate payments on the accounts.

Highlights while employed in the Expenditure Department (Overstrand Municipality):

2011:

Development and implementation of processes in asset management section of Overstrand Municipality. I have developed and implemented processes and official forms for the purchase of new assets, movement and disposals of assets to ensure that systems are in place to monitor and oversee that assets are effectively and efficiently safeguarded and disposed of in a transparent manner.

2008:

The implementation of debt recovery to assist the income department to recover debt owed by creditors is functioning well and for the previous financial year R450 413 have been collected. Our creditors are paid within 30 days of statement in compliance with the MFMA.

2006:

I implemented debt recovery to assist the income department to recover debt owed by creditors whose debt used to be written off in the past. Creditors on our database will be checked to see whose municipal accounts are in arrears. The arrears amount is deducted from the payment to them. A cheque for this amount is processed which is paid into their municipal account, bringing it into a standing order. The difference is then paid over to the creditor.

2005:

I brought the Creditor payment cycle from 120 days down to 30 days within a year and ensure that it stays at 30 days. In the creditors department, during 2005, I put payment procedures in place to ensure that suppliers and officials abide by the cut-off date of submitting invoices for payment. The other procedure was that all suppliers must submit a statement else payment will not be made. This was to ensure that the creditor personnel and officials would resolve any queries on invoices immediately where applicable, and that the creditors will be paid within 30 days of statement in accordance with the MFMA policy. Creditors used to be paid 60 days and over.

2003:

The methods of payment to creditors were by cheque only. During December 2003, I initiated and implemented electronic transfer payments to creditors. I send a letter to our creditors to gather information on their banking details and entered the information into our creditor database. The parameters on the DB4 systems were set and tests were done to ensure it works effectively. Hermanus Administration was the first I implemented and then later Gansbaai Administration and Kleinmond Administration. The positive outcome was that there was savings on the processing of cheques, time utilised by the creditors personnel and the payment terms were faster. Up to date the amount of R82 million plus was paid electronically.

I negotiated settlement discount with the majority of our creditors, which made it possible to have a saving of ± R100 000 for Council in the first six months. I entered the settlement discount percentage into our creditor's database, which is then fixed for the future.

2002:

I implemented the vehicle costing database of the Overstrand Municipality for all the administrations to be utilised to its fullest. Each municipal vehicle was created in the department it operates and each component (fuel, tyres, etc.) linked to the vehicle. This enabled that reports can be drawn on the cost of each vehicle to decide if the vehicle is economical and cost effective for Council.

Particular attention is given to requisitions to ensure that they in accordance with procurement policy and delegations.