

PKF South Africa

Chief Executive Officer Job Description

PKF SA is a mid-tier network of auditing firms currently made up of 9 independent firms located throughout SA. The network has 65 directors and 720 staff.

Brief

We are looking for a Chief Executive Officer to lead the PKF network in terms of national strategy, joint initiatives and administrative and operational functions. If you are tech-savvy with excellent leadership and communication skills, a high focus on quality, an understanding of the accounting profession and an appreciation of the network environment, we would like to meet you.

Job Summary

The successful candidate will work closely with the PKF SA Board, the national team and individual member firms and will be responsible for establishing and executing the PKF SA strategy, fostering close working relationships between member firms, developing joint business initiatives, overseeing the national Risk, Technical, Training and Marketing divisions, while continuously improving PKF's brand recognition.

Our ideal candidate will maintain a healthy Africa and international perspective, remain abreast of developments at PKF International, and incorporate this into any national initiatives. You need to be and remain independent from any individual member firm and always act in the best interests of the network.

Ultimately, you will ensure our network's efforts help us achieve our immediate and long-term business goals.

Job Duties

Strategy and Governance

- Remain abreast of and consider developments in the profession, in areas of risk, professional standards and business development, and determine impact on strategy.
- With the Board, develop a national strategy and workplan, updated and monitored annually.
- Drive strategic objectives and initiatives, delivering on agreed workplans.
- Coordinate national initiatives and activities, with a particular focus on new business lines and expanded service capability.
- Maintain, with oversight from the Board, appropriate governance structures within PKF SA.
- Prepare an annual budget for PKF SA, for approval by the Board, and manage and monitor expenditure accordingly.
- Oversee preparation of quarterly management accounts and report to the Board.
- Arrange and attend PKF SA Board meetings, including agenda and content preparation, keeping of minutes and recording of decisions and agreed actions in National Decisions and Actions Register.
- Attend committee and group meetings, ensuring appropriate focus and progress, and act as liaison between the different leadership structures. These currently include:
 - Professional Standards Committee
 - Training Committee
 - Tax Committee
 - Marketing
 - Recruitment

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- Manage the national team, which currently includes dedicated resources in Technical, Quality and Risk, Training and Marketing departments.
- Monitor execution of tasks by committees, groups and the national team.

Network Membership

- Enforce compliance with network membership requirements, standard operating procedures and PKF brand requirements.
- Remain aware of potential new member firms who could contribute to the network objectives, increase IP and enhance standards, quality and service offerings of the network.
- Take responsibility for new member firm recruitment and acceptance, including due diligence.
- Advise member firms on leadership and governance structures and business models.
- Manage conflict between member firms, or between a member firm and the network.
- Visit all member firms at least annually for constructive engagement with firm leadership and staff, and to monitor office quality and brand compliance.
- Monitor member firms' financial position, to ensure all firms are in sound financial position.
- Assist firms with Tendering and Proposals where required.
- Coordinate organisation of the annual Partners' and Managers' conferences, including budgeting, venue selection, logistics and agenda / content.
- Monitor the info@pkf e-mail ensuring no business opportunities are missed.

Outreach and representation

- Foster healthy working relationships with the IRBA, SAICA and other relevant regulatory or professional bodies.
- Represent the network on relevant Professional Bodies.
- Attend selected PKF International events, including the annual Global Gathering and the Africa Regional Conference.
- Monitor press releases and other media activity to protect the value of the PKF brand.
- Contribute content, including thought leadership, for use by PKF Marketing.
- Engage with the media to promote PKF SA and the accounting profession.

Skills and Qualifications

Chartered Accountant

Proven leadership and management skills

Familiarity with the network environment

Visionary and innovative, with a future outlook

Solid technology skills

Excellent verbal and written communication and presentation skills

Highly motivated and able to engage with members of the network at all levels

Bilingualism is essential (Afrikaans and English)
