



Job Profile

Master Data Controller

Job Details

Job Title	Master Data Controller
Historic Job Title	n/a
Date Reviewed	2025-04-25
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Finance (Commercial Finance)
Position Being Evaluated	Master Data Controller
Direct Line Manager	Commercial Financial Manager
2nd Line Manager	Financial Director
Direct Subordinates	None

Position Description

Overall Purpose of the Job

Responsible for the creation, maintenance, accuracy, and quality of all master data (materials, vendors, customers, pricing, BOMs) across ERP and business systems, ensuring clean, reliable, and actionable data for operations, procurement, finance, and supply chain.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF level 4)
- Diploma in Supply Chain, Business Administration, IT, or related field (NQF Level 5 or an Equivalent Qualification)

Ideal

- Degree in Supply Chain, Business Administration, IT, or related field (NQF Level 7 or an Equivalent Qualification)

Legal *(e.g. Driver's License, etc.)*

Minimum

- None

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
- Experience in <i>Master Data Management</i> or <i>Enterprise Resource Planning (ERP) Data Administration</i> <i>ERP</i> exposure (SAP MM/SD modules, Oracle, Syspro, Sage, etc.)	2 - 4 years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
ERP System	- Create and Update Master Data Records (Materials, Vendors, Customers, Bill of Materials (BOMs), Pricing) in ERP (SAP, Oracle, Syspro, etc.) - Ensure Master Data complies with Business Rules, Standards, and Data Governance Policies - Manage Master Data Change Requests and ensure changes are properly documented	35%
Data validation	- Audit and Cleanse existing Master Data to eliminate duplicates, errors, and inconsistencies - Work with Procurement, Finance, Production, and Supply Chain Teams to collect accurate Data Inputs - Support System Upgrades, Data Migrations, and Integration Projects	35%
Reporting	Generate Reports and Key Performance Indicators (KPIs) on Master Data Quality (e.g., completeness, accuracy, duplication rates)	20%
Continuous improvement	- Drive continuous Improvement Initiatives for Master Data Management - Drive AI Automations with the IT team.	10%

Competencies *(Skills and Behaviour Attributes)*

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Attention to detail, methodical and structured approach
- Strong Excel, ERP (Microsoft Dynamics, SAP, Syspro) and MDM (Mobile Device Management) tool skills
- Ability to work cross-functionally with Operations, IT, Finance & Procurement
- Analytical thinking and problem-solving mindset

Behavioural Attributes

- Dealing with confidential information
- Analytical
- Attention to detail
- Team player



Knowledge

- Knowledge of internal *Finance Policies and Procedures*
- Knowledge of the *ERP* or equivalent systems
- Knowledge of *Payments* and *Reconciliations*
- Understanding of *Purchase Requisitions (PR's)* and *Purchase Orders (PO's)*
- Knowledge of different Vendors and terms

Special Requirements

- The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Andre van Deventer	Commercial Finance Manager
Johann Kotze	Supply Chain Executive
John Preston	Financial Director

Completed By

Name	Title
Henry Galloway	Human Resources Manager