

**SENIOR STATE ACCOUNTANT: PAYROLL
ADMINISTRATION
FINANCIAL ACCOUNTING**

Ref. No. : 2014/10
Salary : R212 106 per annum
Centre : Head Office (Pretoria)
Requirements: National Diploma in Financial Administration/Economics or equivalent qualification; Additional tertiary qualification in financial; Relevant experience in financial accounting or management.
Knowledge: Public Finance Management Act; Financial administration; State budgetary systems; Procurement directives and procedures; financial systems Foreign exchange procedures, Fleet information System. **Skills:** Mathematics; Accounting; Organising; Problem solving skills; Interpersonal skills; Diplomacy skills; Ability to follow a pro-active and creative problem solving approach; Communication; Computer Literacy. **Personal Attributes:** Innovative; Creative; Trustworthy; Hardworking; Self-motivated; Ability to work under pressure; Ability to communicate at all levels; Analytical thinking; Conflict resolution; Facilitation; Budgeting; Research.

Duties: The execution of processes in support of payroll administration-interfacing of the respective financial systems; Supervise the effective daily operation of the processing of accounts payable; Authorize all financial transactions for the whole unit on BAS, LOGIS PERSAL and reduce audit queries; Reconcile creditors' accounts and clear balances in suspense accounts Ensure proper control of Petty cash. Manage the debt collection service for the Sub-directorate; manage the identification of accounts in arrears. Verify and Clear suspense accounts and unallocated accounts before month closure. Reconciliation of all systems related to the unit (Bas, PERSAL and Logis); ensure proper financial documents management and safekeeping; Enforce compliance with Public Financial Management Act. Manage coordination of audit queries and attend to the requests.

Enquiries: Ms. L. Koikanyang, Tel: 012 406 1702

SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING

Ref. No. : 2014/11
Salary : R 212,106 per annum
Centre : Head Office (Pretoria)

Requirements: A Bachelor's degree or National Diploma in Financial Management with Accounting as one of the major subjects as well as at least one year experience in budgeting and expenditure management. Preference will be given to candidates with appropriate experience who have in-depth knowledge of the Basic Accounting System (BAS), experience in cash flow or budgeting and expenditure control. Working knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations.

Duties: Ensure that the budget is captured correctly and accurately in the BAS system. Assist in the preparation of the monthly expenditure reports for the business units. Assist in the compilation of monthly reports to National Treasury. Assist in identifying potential cost saving opportunities in order to limit fruitless expenditure. Investigating expenditure misallocation and processing of journals. Assist the Budget managers in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures are adhered to. Supervise subordinates.

Enquiries: Mr. A.L. Mazibuko, Tel (012) 406 1412

Note: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next two months, please regard your application as unsuccessful.

Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered upon submission of proof by candidates **"Kindly note that appointment will be subject to verification of qualifications and a security clearance"**. No faxed or e-mailed applications will be accepted. **Applications, quoting the relevant reference number and the centre of the post, should be submitted to the. NB: External people are encourage to apply**

HEAD OFFICE: The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand delivered at Central Government Building, corner Madiba (Vermeulen) and Bosman Streets, Pretoria,

Attention: Ms. M. Masubelele

**ASSISTANT ADMINISTRATIVE OFFICER: MOVABLE ASSET
(4X Posts)**

PROVISIONING ADMINISTRATION (MOVABLE ASSET MANAGEMENT)

Salary : R 138 ,345 per annum
Centre : Head Office (Pretoria) (2XPosts) Ref No. 2014/12 A
 Pretoria Regional Office (2XPosts) Ref No. 2014/12 B

Requirements: Grade 12 or equivalent qualification and or years of experience in Asset environment. **Knowledge:** Public Finance Management Act (PFMA); Office administration; Procurement policies; Reporting procedures; Financial systems (LOGIS); Supply Chain Management framework; Asset Management framework; Computer literacy. **Skills:** Organizing; Planning; Report writing; Problem solving; Computer literacy; Effective communication. General office management. Interpersonal skills; People orientated. **Personal Attributes:** meticulous; hardworking; ability to work under pressure; Trustworthy; Punctuality; Hard working.

Duties: Acquisition Management, Verification of ICN and Item codes, Follow up on outstanding Orders(assets), Check quantity, quality and correctness of assets on delivery, Receiving of assets on LOGIS, Effective and Efficient management of Movable Asset Register, Verification of the receipt for correctness and Printing of the updated inventory control sheet, Issuing, Signing and displaying of the updated inventory control sheet, Facilitation of physical movement of assets, Update movements on the system, Maintenance of Weapons, Machine and Equipments, Transfer of assets to Regions, Attend to correspondence and queries from asset controllers, Quarterly spot checks of assets, Conduct annual asset verification, Capture balance adjustments for surplus and shortages, Creating and maintaining of custodians of Inventory. Maintenance of Assets, Book in & out of assets for repair, Bar-cording of assets, Disposal Management, Identify assets for disposal, Capture BACP for assets to be disposed.

Enquiries: Ms. E. Matinyane, Tel (012) 310 5115 (Pretoria Regional Office)
 Ms. T. Gumede, Tel (012) 406 1318 (Head Office)

**STATE ACCOUNTANT: ACCOUNTS PAYABLE (3 POSTS)
FINANCIAL ACCOUNTING**

Ref. No. : 2014/13
Salary : R170 799 per annum
Centre : Head Office (Pretoria)

Requirements: National Diploma in Financial Accounting or equivalent, relevant experience in financial administration experience (in payment administration and capturing) or built environment. **Knowledge:** Public Finance Management Act, Financial administration, Financial directives and procedures, Financial systems (LOGIS,WCS and BAS), Accounting procedures. **Skills:** Planning and organising, Problem solving, Interpersonal and Diplomacy skills, Ability to follow a pro-active and creative problem solving approach, Ability to conduct basic research/ gather information, Ability to work within specific timeframe, Numeracy, Communication, Financial Administration, Computer literacy. **Personal Attributes:** Creative, Trustworthy, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution.

Duties: Process the payment of accounts on departmental financial systems-prepare and process payments on Basic Accounting System and LOGIS. Effective administration of payments made by accounts payable section-compile and submit batches to the Batch Controller; safekeeping of all documents and payments records made; ensure that BAS payments has relevant disbursement numbers; verify that payments are according to policy and procedure; ensure that all payments made are stamped paid and marked; verify amounts and payment method on BAS; respond to queries relating to payment from internal and external clients.

Enquiries: Ms. R. Ramphekwa, Tel: (012) 406 2167

PRETORIA REGIONAL OFFICE: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or 251 Skinner Street, AVN Building, Corner Andries and Skinner Streets, Pretoria.

Attention: Mr. S. Mkhize

Closing date: 31 January 2014

