



## Categories

**Internal**

**External**

Office of the Director-General\Office of the Chief Financial Officer

## Job Details

### **Requisition Details**

|  |  |
|--|--|
| Post Number                              | ODG/Fin Acc 064  |
| Job Title                                | Assistant State Accountant: Salary Payments                  |
| Division                                 | Office of the Director-General                               |
| Business Unit                            | Financial Accounting   |
| Job Grade                                | level 6  |
| Remuneration                             | Commencing salary R148,584.00 per annum (excluding benefits) |
| Line Manager (not visible to candidates) | Lungiswa Jonas   |
| Number of Positions                      | 1  |
| Job Type Classification                  | Permanent  |
| Reason for Position                      | Replacement – Promotion                                      |
| Date Post Created/Vacated                | 2014/08/01   |
| Sourcing Strategy                        | External Advert – Online                                     |
| Panel Members Confirmed                  | Yes  |

### **Preferences**

|                         |   |
|-------------------------|---|
| Equity Status           | Yes   |
| Equity Requirements     | In terms of the dti's EE requirements, persons with disabilities will be targeted for this specific position. |
| EE Report Attached      | No  |
| Minimum Education Level | National Diploma/ Bachelor Degree (NQF 6)   |

### **Job Location**

|                               |  |
|-------------------------------|--|
| Location – Country            | South Africa   |
| Location – Province           | Gauteng  |
| Location – Town / City        | Pretoria   |
| Closing Date (reporting only) | 2015/04/28   |
| Job Category                  | Finance  |
| Job Description               | The incumbent will be responsible for processing the Black Business Supplier Development Programme incentive scheme payments and consultants and ensuring adherence and compliance with departmental policies.   |
| Signatures Confirmed          | EE Representative, Line Manager, Establishment Manager, JE Representative, Approving authority   |
| Overview                      | The Financial Accounting unit within the dti has a vacant position for an Assistant State Accountant which is now open for applications.   |
| Duties                        | Implement salary related payments on PERSAL and BAS Process Black Business Supplier Development Programme incentive scheme payments and consultants<br>Render assistance with the compilation of annual and interim tax reconciliations<br>Monthly follow-up and clearing of transactions on salary related accounting ledgers<br>Handling of enquiries in a quick and efficient manner<br>Office Administration such as filing, etc. Ensure adherence and compliance with departmental policies |
| Requirements                  | A National Diploma/Bachelor degree in Financial Management, or a related 3-year financial qualification. 2–3 years' relevant experience in a finance   |

Assistant State Accountant: Salary Paym...  
 environment. Knowledge of and experience in financial systems (BAS and PERSAL) Knowledge of and experience in salary payments and deductions Knowledge of and experience in the administration of salary related ledger accounts and reconciliations. Experience of the Safetynet-system of National Treasury Knowledge of the PFMA, the Treasury Regulations and related policy directives of National Treasury Sound verbal and written communication skills Good administrative and organisation skills Good interpersonal skills

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## Application Questions

| <b>Text</b>  | <b>Type</b>  | <b>Weight</b> |
|--|--|---------------|
| Do you have a National Diploma/Bachelor degree in financial Management, or a related 3-year financial qualification?   | Multiple Choice<br>(Qualifications specific final) | <u>21%</u>    |
| How many years' relevant experience do you have in a finance environment?  | Multiple Choice<br>(Years of work experience)      | <u>21%</u>    |
| How many years' experience do you have working with financial systems (BAS and PERSAL) ?   | Multiple Choice<br>(Years of work experience)      | <u>14%</u>    |
| How many years' experience do you have in salary payments and deductions?  | Multiple Choice<br>(Years of work experience)      | <u>14%</u>    |
| How many years' experience do you have in the administration of salary related ledger accounts and reconciliations?  | Multiple Choice<br>(Years of work experience)      | <u>14%</u>    |
| Do you have experience working on the Safetynet-system of National Treasury ?  | Multiple Choice<br>(Generic_Yes_No)                | <u>14%</u>    |
| Do you declare that all the information provided is complete and correct to the best of your knowledge and that any false information could lead to your application being disqualified? | Multiple Choice<br>(Generic_Yes_No)                | <u>0%</u>     |