



Assistant Director: Financial Management - Payments (CFO03/2025)

Salary: R444 036 per annum

Centre(s): Pretoria

Requirements:

Degree/ National Diploma (NQF6) in Financial Management or relevant qualification in the related field coupled with a minimum of three (3) years' experience in Financial Management. Knowledge of financial management, accounting and business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and conflicts. Assist in career planning and effective deployment of personnel. Ensure compliance with Treasury Regulations, PFMA and Departmental policies. Ability to control and manage the acquisition of services and assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates; Financial management; Accounting; Accounting. BAS; LOGIS; PERSAL; SAFETYNET and Public Service financial legislative frameworks Government budgeting processes; Costs accounting; Risk management; Public Service financial legislative frameworks. Skills & Competencies: Skills in policy formulation; Adequate skills in computer use; Advanced skills in financial; management and project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Research; Programme and Project Management; Financial Management and Change Management. Personal attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in a team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult people and to resolve conflicts. Character beyond reproach. Articulate. Sense of responsibility and loyalty; Initiative and creativity.

Duties:

Management of travel and subsistence. Ensure that payments are processed on BAS and LOGIS. Management of 30-day reports. Ensure processing of creditor payments. Ensure compliance with financial prescripts and procedures. Verify Standard Chart of Accounts codes and authorizes payments on BAS and Logis. Ensure monthly reconciliation between accounts. Request reports on BAS to verify against reconciliation submitted. Monitor

account reconciliations. Reconciliation of suspense and general ledger accounts and the approval of related journals. Manage inflow and outflow of funds and authorize duly signed and supported telegraphic transfers. Review and authorize monthly bank reconciliation. Ensure capturing and verification of suppliers on the safety net, BAS and Logis.

Applications: CFO03-2025@dffe.gov.za

Enquiries: Mr N Leshabane
Tel: 012 399 9115

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
 - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
 - **APPLICATIONS MAY BE FORWARDED TO:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or
 - **Hand-delivered to:** Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **ENTRY LEVEL REQUIREMENTS FOR SENIOR MANAGEMENT SERVICE (SMS) POSTS:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.