



State Accountant: Salaries and Payroll (CFO05/2025)

Salary: R308 154 per annum

Centre(s): Pretoria

Requirements:

- National Diploma (NQF 6) in Accounting/Financial Management or relevant qualification within the related field.
- A minimum of one (1) year experience in Financial Management or related field.
- Knowledge of financial management, accounting, and business practices. Knowledge of BAS and LOGIS.
- Knowledge of Public Service Financial Legislative Frameworks.
- Ability to apply policies, strategies, and legislation.
- Ability to work under pressure, ability to work individually and in a team and ability to work with difficult people and to resolve conflict.
- Good interpersonal relations skills, good computer skills and advanced skills in financial management

Duties:

- Provide Administration of salaries.
- Approve deductions and allowances for both permanent and temporary officials on PERSAL system.
- Monitor that all payroll reports are issued and returned in real time.
- Capturing of IRP5 accumulations on PERSAL system and monthly manual tax deductions to be paid over to SARS at the end of each month (if applicable).
- Submission of EMP201 to SARS via e-filing before due date.
- Clear all salary related suspense accounts before BAS month end closure through compilation, capturing of journals and related payments.

- Clear PERSAL exceptions transactions and resubmit the interface file before BAS month end closure.
- Safe keeping of salary files and managing the salary office storeroom.

Enquiries: Ms Carol-Jean Magagane

Tel: 012 399 9104

Application: CFO-052025@dffe.gov.za

Closing date: 24 February 2025

-
- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **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 **marked for the attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - 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); social media 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 pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - 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/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post 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.