



Deputy Director: Creditors, Travel and Subsistence (CFO02/2016)

Salary: All inclusive remunerative package of R612 822

Centre: Pretoria

Requirements:

- An appropriate recognized three year Bachelor degree/ National diploma in Accounting, Financial Management or equivalent relevant qualification with a minimum of 7 years' experience in a Public Finance field;
- Thorough knowledge of financial accounting. Exposure in the fields of creditors, travel and subsistence and reconciliations will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills;
- Candidate must have sound knowledge of the Basic Accounting System (BAS), PERSAL and LOGIS integration system;
- Skills in Public Service Finance, Numeracy, Computer literacy and accuracy;
- Good knowledge of Treasury Regulations and Public Finance Management Act;
- Innovative, ability to work independently without compromising team results;
- A valid driver's license.

Duties:

- Administration of creditor payments, Travel and subsistence, Internal Control, Clearing of Suspense Accounts, Capturing and authorising of BAS payment transactions;
- Dealing with payment related enquiries. Supervising and managing of subordinates.

NB: Shortlisted candidates will be subjected to a practical exercise that intends to test the technical elements of the post.

Enquiries: Mr. A Wessels, tel: 012 399 9085

Closing Date: 20 June 2016

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- All applications must be submitted on a **Z83 application form** [PDF] accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - Take note that the department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.
 - Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
 - Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
 - If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - People with disabilities are encouraged to apply
 - Consideration will be given to applicants who meet the minimum requirements of advertised posts.
 - Relaxation of qualification requirements may be considered for non-OSD posts.
 - **Applications: Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Corner Soutpansberg and Steve Biko Road, Arcadia, Pretoria (Reception Area)).**