



**national treasury**  
Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## Re-Advertisement

### CORPORATE SERVICES DIVISION

#### FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS

**Remuneration Package R316,791.00 per annum (Excl. benefits)**

**Reference: (Ref. S082/2019)**

**Pretoria**

**The incumbent will be required to:** Assist with managing the departmental budget and processing and analysing inputs from stakeholders within the National Treasury and the Auditor-General in terms of the applicable regulations.

**Qualifications and experience requirements:** National Diploma/ Degree in Financial Management as recognised by SAQA • 2-3 years' experience in and knowledge of Budgets/ Management Accounting and financial management. Computer literacy in PERSAL, BAS, MS Excel and MS Word.

**Some key outputs include: Departmental Annual Budget:** Monitor exception reports on a monthly basis • Capture departmental budget on the basic accounting system (BAS) • Provide budgetary information in the required format • Shift funds on request within economic classifications • Shift funds between Programmes on request **Assist with compilation of budget:** Assist with the compilation of budget inputs and submit inputs on: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Rollovers, Entertainment, catering and gifts **Maintenance of budgeting systems:** Monitor expenditure against budget • Compile and submit monthly reporting on performances and variances analysis for budget programmes • Consolidate reports • Advice on possible over/ under-spending of budgets **Compliance with the Public Finance Management Act, 1999 and**

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The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 month of the closing date, please regard your application as unsuccessful.



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**Treasury Regulations:** Provide information for the monthly management reports • Perform budget cycle within the parameters of the applicable legislation and project plans **Provide inputs into budgetary matters:** Provide inputs into financial affairs and other information prior to the submitted to the Executing Authority, the national Treasury or the Auditor-General as required by the PFMA

Applications may be sent via e-mail to [Recruit.CS@treasury.gov.za](mailto:Recruit.CS@treasury.gov.za)

**Closing date:** 15 October 2019 at 12:00 pm

***Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.***

***Please also ensure that you read the full advert for guidance on how to send your applications.***

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Zama Sangweni on 012 315 5301.

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