



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE ACCOUNTANT-GENERAL

FINANCIAL ANALYST: NRF & RDP (BANKING SERVICES) x2

Remuneration Package R376,596.00 per annum (Excl. benefits.)

Reference: (Ref. S106/2020)

Pretoria

The incumbent will be required to: Support the rendering of a banking service providing a support function to all national departments.

Qualifications and experience requirements: A minimum National Diploma/ Bachelor's Degree in Financial Management/ Accounting • A minimum 2 years 'experience in Accounting/ Financial Management • Knowledge and experience of the banking environment.

Some key outputs include: Banking Services: Scan cheques batches and verify its correctness • Initiate foreign payments on Safetyweb Banking System and submit authorised payments via Society for Worldwide Interbank Financial Telecommunication (SWIFT) in conjunction with the South African Reserve Bank (SARB) Foreign payment Banking system • Verify and authorise same day local payments on SARB Internet Banking system and reconcile number of payments against total amounts submitted and authorised before the National Payment System closes for the day • Liaise with SARB and Commercial banks regarding opening and closing of bank accounts by National Departments and the linking of these accounts to the relevant departmental bank account for processing of payments and deposits, of unreconciled and unidentified transactions on bank statements • Verify settlement of charges and any other matters in respect of banking services e.g. branch codes, bank mergers and name changes • Assist with reconciliations and generate a banking statement for each respective PMG account to be submitted to respective

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 the newly amended 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 months of the closing date, please regard your application as unsuccessful.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

financial systems **Administrative Support Service:** Provide departmental training on verification of bank details, local and foreign payments processes, downloading of reports, request for funds processes • Process all payments electronically unless approved and authorised by relevant Treasury • Process input files for verification of suppliers banking details with commercial banks and provide reply files for requests received • Follow-up on outstanding replies from commercial banks • Implement payment schedule for DORA grant payments and for departments • Assist departments with payments of grants to municipalities in terms of the DORA legislation and approved bank account as maintained by the Central Supplier database • Reconcile outstanding balances for Departmental revenue against outstanding balances of the National Revenue Fund and suspense accounts • Distribute documents and departmental queries per cluster • Order deposits and cheque books in sequence. Authorise requisitions from departments for cheques utilised and deposits made against the relevant records • Obtain banking details of public entities and national departments and verify against approvals granted in terms of section 7(1) of the PFMA • Reconcile invoices for bank charges against number of accounts verified • Follow up on outstanding departmental bank reconciliations **Record Keeping:** Daily maintain records of all related reports obtained from SARB internet banking system in respect of local payments processed • Maintain daily requests and authorisation for urgent SWIFT payments • Maintain daily invoices and linking thereof against foreign payments processed on the banking system to meet foreign exchange regulations of the SARB • Filing and maintain monthly departmental reconciliations, day-end reports and account balances retrieved daily from safety web system for ease of reference • Ensure accurate electronic filing on I-drive for all relevant correspondences with respective Stakeholders e.g. SARB, departments, commercial banks **System Enhancements:** Oversee system enhancements to maintain the banking system • Verify system enhancements and engage users after sign-off related to changes.

Applications may be sent via e-mail to Recruit.OAG@treasury.gov.za

Closing date: 12 March 2021 at 12:00pm

Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves

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 the newly amended 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 months of the closing date, please regard your application as unsuccessful.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

the rights to disqualify your application. We only accept applications sent via email to the 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: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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 the newly amended 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 months of the closing date, please regard your application as unsuccessful.