

DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING
Ref (G010/2015)
Salary: R569,538.00 – R674,979.00 per annum (All-inclusive package)
PRETORIA

Purpose

To develop, review and implement financial management systems and procedures for planning, risk management, budgeting and reporting.

Key outputs:

Manage financial planning, budgeting and reporting sub directorate

- Monitor the policy and legislative framework to ensure that cognizance is taken of new developments;
- Develop and maintain policies and processes for financial management
- Monitor cash flow and submit cash flow reports and plans as required; and
- Monitor compliance with financial prescripts.

Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes.

- Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process;
- Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans; and
- Check and verify the supporting information for various financial planning processes

Budgeting – Coordinate, review, analyse and quality assure the budget preparation process.

- Coordinate the preparation and consultation for the MTEF budget process;
- Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE);
- Develop templates for the collection of budget information from GTAC units and programme managers;
- Align budget statements with the annual performance plan, strategic plan;
- Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required;
- Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process;
- Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations;
- Supervise the recording of adjustments and provide feedback to the relevant components;
- Provide information for the preparation of the annual financial statements;
- Monitor that all shifts/virements are included in the adjusted budget; and
- Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent).

Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes

- Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary;
- Monitor that all shifts/virements are included in the In Year Monitoring Report;
- Provide advice and guidance to role players on the use of forecasting methods and tools; and
- Compile information for the interim and annual performance reports.

Manage the roll-over, adjustment estimates (ENE), and virement process.



- Ensure that information on the requirement for role-over requests is disseminated to responsibility and program managers;

- Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration;
- Ensure that the approved roll-overs are incorporated in the adjustments budgets;
- Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends; and
- Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds.

Governance

- Ensure compliance with GAAP and GRAP requirements;
- Oversee legislative compliance, and in particular the financial accountability processes as defined by the PFMA; and
- Ensure appropriate regulatory reporting.

Requirements: • A relevant 3 year degree (B. Comm) and 7+ years' Financial Management experience in Government • Experience in investment of funds • Excellent knowledge of Public Sector finance, budgeting processes accounting practices and financial legislation including the SCOA, PFMA, Treasury Regulations, GAAP and GRAP requirements • Compliance with the policies governing the expenditure of voted and donor funds • Experience in working with consultants, both on long and short term basis will be an advantage • Experience in working with Pastel • Excellent report writing skills.

The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are   to disabled persons.

Applications should be accompanied by a 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 in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail recruit@gtac.gov.za Closing date 21 September 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. 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 GTAC within one (1) month of the closing date, please regard your application as unsuccessful.

