

## **SENIOR STATE ACCOUNTANT (2x Posts)**

**Ref (G013/2015)**

**Salary: R243,747.00 – R287,121.00 per annum**

**PRETORIA**

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### **Purpose**

To deliver a Financial Management support service

### **Key outputs:**

#### **Reconcile documents with transactions, administrate, safeguard and file documents**

- Identification of discrepancies between supporting documents filed and transactions processed through the accounting system;
- Resolve straightforward discrepancies between supporting documents and transactions recorded;
- Review the filing, storing, retrieving activities to safeguard source and face value documents;
- Review supporting documents and confirm the adequate maintenance of all relevant master-file information; and
- Review the adequate maintenance of statutory registers.

#### **Administration of financial accounts**

- Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity;
- Review and reconcile:
  - Items recorded on the general and subsidiary ledger;
  - Bank statements and bank balance recorded in the system;
  - Information captured on PASTEL and other systems (PERSAL);
  - Donor funded expenditure to balance remaining.
- Capture inter-departmental payments and collections and review supporting documents;
- Scrutinise supporting documents for expenditure items to identify potential unauthorised, wasteful and irregular expenditure and recommend in a timely manner and propose preventative actions;
- Record unauthorised, wasteful and irregular expenditure, losses and damages and provide reports on them in a timely and accurate manner;
- Maintain debtor's accounts by:
  - Reviewing accurate capturing of debt take-on and write-off;
  - Reviewing supporting documents and following-up on long outstanding claims;
  - Compiling monthly debtors' statements, age analysis; and
  - Identifying debts to be written off.
- Review information in respect of departmental liabilities and record entries on the accounting system;
- Implement upgrades for the financial system.


#### **Payments for goods and services**

- Supervise the verification of the accuracy and timeliness of payments recorded on PASTEL by confirming amounts to source documents;
- Supervise and verify that expenditure is in line with budget and item provisioning;
- Supervise the correct capturing of banking details on the accounting system;
- Review creditors' reconciliations and ensure that main service providers are paid timely and correctly;
- Supervise and safeguard source documents and face value forms

**Requirements:** • A relevant 3 year qualification and 3+ years' financial and administrative experience • Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations • Knowledge of financial and administrative processes of the EU and / or other donors • Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation • Knowledge of PASTEL and PERSAL •

Compliance with the policies governing the expenditure of voted and donor funds • Experience in working with consultants, both on long and short term basis • Communications skills in both verbal and written language.

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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](mailto: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.



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