

## Corporate Services Division

### Senior Financial Administration Specialist: Budgets (Ref S002/2016)

**R289,761.00 per annum (excluding benefits)**

•Pretoria

**Purpose of this position:** To assist with managing the departmental budget, processing and analysing inputs from Divisions, and provide information to stakeholders within the National Treasury and the Auditor-General in compliance with the applicable legislation and regulations.

**Requirements:** • An appropriate Bachelor's degree or a National Diploma in Financial Management / Accounting • 4 - 6 years extensive experience in and knowledge of budgets and financial management • Computer literacy in PERSAL, BAS, MS Excel and MS Word.

**Key outputs:** • Monitor exception reports on a monthly basis • Capture departmental budget on the basic accounting system (BAS) • Provide strategic and operational inputs into financial matters and ensure that all reports, notices and other information are submitted to Executing Authority, the National Treasury or the Auditor-General as required by the Public Finance Management Act (PFMA) • Coordinate and submit on an annual basis, Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers, Entertainment, catering and gifts • Monitor expenditure against budget • Ensure monthly reporting on performances and variances analysis for various programmes are compiled and submitted • Advice on possible over / under-spending on a monthly basis.

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

**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.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za). Closing date: 18 January 2016 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 National Treasury within 1 month of the closing date, please regard your application as unsuccessful.**