

Division: Corporate Services

Chief Directorate: Financial Management

**Senior Financial Administration Specialist: Budgets (x2)
(Ref S004/2017)**

Salary: R 311,784.00 per annum (Excluding Benefits)

• Pretoria

Purpose: To assist with the managing of the departmental budget, in the processing and analysing of inputs from Divisions, and provide info to internal stakeholders, and external like Auditor-General compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

Requirements: • Degree or equivalent qualification in Financial Management • 4-6 years' experience in a budgets and financial management operational environment, of which 3 years should be at supervisory level • Knowledge of the PERSAL, BAS financial systems • Knowledge of the Public Service Regulatory Framework.

Key outputs: • Monitor exception reports on a monthly basis • Capture departmental budget on the basic accounting system (BAS) • Shift funds within economic classifications • Shift funds between Programmes • 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 budget implementation progress and identify all variance against the budget • Ensure consolidation of monthly reports • Compliance with Public Finance Management Act, 1999 and Treasury Regulations • Provide strategic and operational inputs into financial matters submitted to the Executing Authority, the national Treasury or the Auditor-General as required by the PFMA.

The National Treasury is an equal opportunity employer and encourages applications from women and the 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. Closing date: 21 April 2017 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.