

Division: Corporate Services

**Financial Administration Specialist: Personnel Remuneration
(Ref S036/2016)**

Salary: R 243 747.00 per annum (Excluding benefits)

•Pretoria

Purpose: To provide an effective and efficient administrative service concerning the National Treasury's payroll, debtors' management, service terminations, other allowances payable to its employees and tax on service providers

Key outputs: • Accurately calculate, record, obtain and file necessary supporting documentation for all payroll related transactions • Capture/approve/authorise payroll related transactions within the PERSAL/BAS Systems • Prepare monthly and annual management reports and/or supply such other information regarding the Department's payroll • Identify, calculate, record and process amounts owed to the Department, and ensure that amounts owed are substantiate with necessary supporting documentation and recovered within the periods allowed • Accurately calculate, record and process amounts payable to employees and ensure that transactions are properly supported with the necessary supporting documentation • Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to subsistence and travel advance/claims • Obtain the necessary documentation and ensure that the required documentation is duly completed and approved by the applicable line managers and forwarded to the relevant institutions • Capture/process service termination and related transactions within the PERSAL/BAS Systems • Identify amounts owed to/by the employee and ensure that such amount are properly supported, accurately calculated, repaid to the employee or received by the Department within the relevant prescripts • Continuously comply with all the relevant and applicable statutes, regulations and departmental prescripts that are applicable to the control/suspense accounts

Requirements: • A Diploma/ Degree in Accounting/ Financial Management or related qualification, will be an added advantage • 3-4 years' appropriate experience and knowledge of Personnel Remuneration and Debtors Management; • In-depth knowledge and experience of PERSAL and BAS.

The National Treasury is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are accessible 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.cs@treasury.gov.za. Closing date: 29 February 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.