

**Division: Corporate Services**

**Financial Administration Specialist: Expenditure and Revenue Management (x2)  
(Ref S096/2016)**

**Salary: R262,272.00 per annum (Excluding benefits)**

**•Pretoria**

**Purpose:** To compile creditor payments and review allocated departmental receipts for debt settlement purposes in conjunction with the National Revenue Fund and effect transfer of payments in accordance with prescribed transfer.

**Requirements:** • A National Diploma/Degree in Accounting/Financial Management or related qualification is required • 3-5 years' experience in financial management or related environment • Knowledge of procurement process and management • Knowledge and experience of BAS and IFMS financial systems.

**Key outputs:**

- Prepare and process payment requisitions for all creditors and other related payments.
- Process transfer of funds to all spheres of government including constitution and public entities.
- Administration of cash deposits and the departmental revenue.
- Responsible for the administration of the bank accounts of the National Treasury.
- Administer the National Treasury's petty cash facility.
- Monitor and follow up on transactions on control/suspense accounts.
- Prepare monthly reports about operations including statistics.

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**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](mailto:recruit.cs@treasury.gov.za). Closing date: 30 May 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.**