

Corporate Services

Senior Financial Administration Specialist: Budgets (x2)

(Ref: S106/2016)

Remuneration package R311, 784 per annum (Excl. benefits)

Pretoria

Purpose: To assist with managing the departmental budget, this mainly consists of processing and analysing inputs from the different divisions for reporting to the National Treasury, Auditor-General and Management of the Department in terms of the Public Finance Management Act, 1999 and the Treasury Regulations to ensure sound financial management of the National Treasury.

Key outputs: • Management of the departmental annual budget • Compile the internal budget of the National Treasury • Develop, maintain and implement appropriate budgeting systems to ensure effective, efficient and economical management in the National Treasury • Ensure compliance with the provisions of the Public Finance Management Act, 1999 and Treasury Regulations • Provide strategic and operational inputs into financial matters and ensure that all reports, notices and other information are submitted to the Executing Authority, the national Treasury or the Auditor-General as required by the PFMA. • Ensure that a proper filing system and register for all budget related documents and processes are in place. • Management of Employee Relations • Provide leadership to the Organisational Development team in collaboration with other Human Resource functions.

Requirements: • An appropriate degree or equivalent qualification in financial management • Extensive experience in and knowledge of budgets and financial management. • Computer literacy in PERSAL, BAS, MS Excel and MS Word.

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

Applications should be accompanied by a Z83, 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 13 June 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.