

**Division: Corporate Services**

**Financial Administration Specialist: Expenditure and Revenue  
(Ref S197/2015)**

**Salary: R243,747.00 (excluding benefits) per annum**

**•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 schedules

**Key outputs:**

- Prepare/compile and capture payment requisitions, accurately allocate expenses and departmental expenditure supported by relevant documents, validated, reconciled and paid to the beneficiaries/creditors.
- Comply with relevant guidelines, regulations and departmental prescripts applicable to expenditure/payments
- Prepare the necessary documentation and forms to transfer funds to provinces, municipalities and other entities in accordance with the approved transfer schedule.
- Reconcile all transfers affected through the transfer schedule and accumulate a funds receipt confirmation.
- Allocate departmental revenue and confirm revenue received is validated by the required support documents, reconciled and paid over to the National Revenue Funds within the required timeframes.
- Clear controls accounts with the bank account and reconcile transactions as prescribed in relevant practice notes/ support documentation.
- Reconcile and identify irregular transaction and produce required management reports on the status of the Departmental bank accounts.
- Record petty cash transactions and ensure that those transactions are properly verified properly.
- Liaise with institutions to recover amounts allocated to control/suspense accounts.
- Prepare management reports and other information pertaining to control/ suspense accounts.

**Requirements:** • A National Diploma/Degree in Accounting/Financial Management • 3-5 years' experience in financial management or related environment • Knowledge of procurement process and management • Knowledge and experience of financial systems i.e BAS and PMM(IFMS) • Computer literacy with sound knowledge of the full MS Office suite.

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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: 04 December 2015 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.