



## **Assistant Director: Financial Reporting (CFO 02/2019)**

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**Salary:** R376 596 per annum (Total package of R532 814 per annum/ condition apply)

**Centre:** Pretoria

### **Requirements:**

- An appropriate recognizes degree/national diploma in Accounting/equivalent NQF6 qualification and a minimum of three years' experience in Public Service Financial Accounting.
- Candidate must have thorough knowledge of the PFMA, Treasury Regulations, BAS/LOGIS and Financial accounting process and procedures, Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy.
- Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.

### **Duties:**

- Assist in developing a project plan for monthly, quarterly and Annual Financial Statements.
- Review the monthly general ledger reconciliations against the trial balance and supporting documentation.
- Identify any discrepancies on the general ledger reconciliations and propose corrective actions.
- Assist in compiling the Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General.
- Attend to all audit queries in respect of the Financial Statements.
- Ensure that there is proper audit trail and working papers in respect of the Financial Statements.
- Provide financial inputs into the Annual Report. Perform financial administration of Public Entities.
- Create and maintain an appropriate record and filing system for Public Entities.

**Enquiries:** Mr. N Leshabane; Tel: (012) 399 9115

**For Attention:** Ms M Seketa

**Closing date:** 27 May 2019

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- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
  - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for attention: Ms. M Seketa.
  - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
  - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
  - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
  - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
  - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
  - The Department reserves the right not to make an appointment.
  - No e-mailed, faxed or late applications will be considered.
  - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.