



## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **STATE ACCOUNTANT – EXPENDITURE**

*Salary Range: An all-inclusive remuneration R 294 321 – R 343 815 (Level 07)*

*ALFRED NZO DISTRICT (Mount Ayliff) Ref: DSRAC 12/06/2023*

**MINIMUM REQUIREMENTS:** National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence.

**DUTIES:** Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds.

Guide the programmes and responsibility managers on budget utilisation.

ENQ. M. GUGWANA – 039 492 0297 – ALFRED NZO DISTRICT (Mount Ayliff)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)