

SENIOR STATE ACCOUNTANT

Financial Management-Sub Directorate-Payments

SALARY: R 316 791.00 per annum (Excluding Benefits) (Level 8)

CENTRE: Pretoria: Head Office - Recruit 2021/625

REQUIREMENTS: An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Minimum of two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in processing payments on BAS/LOGIS and PERSAL. In depth knowledge in processing Creditors, Travel and Employee allowances/claims (Cell phone and Travel and Subsistence). Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good communication, liaison and presentation skills. Knowledge of Logis, Persal and Bas systems and tracking system. Computer literacy including Microsoft Office (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making. Management and Leadership skills.

DUTIES: Authorise payments (Creditors, Travel) and claims (Cellphone and Subsistence and Travel). Track processed payments on the tracking system. Supervise and maintain proper filing system. Provide Support to auditors and Business units. Provide Support to auditors and Business units. Clear suspense accounts. Providing reports to management. Excellent presentation skills. Manage scanned batches. Attend to queries. Supervise and train subordinates.

ENQUIRIES: Matshidiso Morakile 012 845 6543

APPLICATIONS: e mail Recruit_2021625@npa.gov.za