

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply or view full details for the above positions please go to: <http://www.thedti.gov.za> Click on the 'Careers at the dti' button Should you experience any problems in submitting your application please follow the Support on the link Careers site or contact the Recruitment Office on (012) 394 3056 for an alternative Application forms
- FOR ATTENTION** : Central Recruitment Office
- CLOSING DATE** : 01 February 2009
- NOTE** : Should you experience any difficulties in registering your CV, please contact any of the following employees in the Recruitment Office for assistance or send an e-mail to Recruitment@thedti.gov.za for someone to call you back. Please do not send your CV to this e-mail address as it will not considered.

OTHER POST

- POST 03/65** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: GSSSD/FIN ACC 003**
Group Systems and Support Services Division (GSSSD)

- SALARY** : R240 318 per annum
- REQUIREMENTS** : Ensure effective and efficient management of departmental payrolls Monthly and annual reconciliation of tax and other deductions Maintain code structure on PERSAL Control use of and access to PERSAL profiles Monthly BAS/PERSAL reconciliation Exercise control over travel and subsistence claims, cell phone claims and advances Attend and respond immediately to audit queries, and ensure the implementation of control measures to prevent over/under payments and possible fraud areas Handle and manage enquiries in a quick and efficient manner Participate in the development and implementation of departmental policies, guidelines and procedures Provide inputs for monthly and quarterly reports as required Compile the year-end audit working papers and related financial statements of the Department as required Monthly reconciliation of all related accounts, and the follow up of outstanding amounts Provide advice, guidance, assistance and training to line managers and other relevant clients on a regular basis Personnel and office administration
- DUTIES** : A relevant three-year tertiary qualification with Accounting, coupled with at least three years relevant experience in a salaries/payroll environment Extensive knowledge of the PFMA, Treasury Regulations, Tax Act and other relevant experience Extensive financial supervision and or management experience Conversant with financial systems, e.g. the Basic Accounting System (BAS) and PERSAL is a prerequisite Computer literacy in MS Word, MS Excel, MS PowerPoint etc is a prerequisite Excellent communication skills, both written and verbal Good planning, organizing and motivational skills and to work independently Ability to analyze problem areas and to initiate corrective measures Experience as to establish and maintain appropriate systems and policies Internal control and resource management The incumbent must be able to work under pressure and adhere to due dates as required