

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF FINANCE**

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.
- CLOSING DATE** : 22 December at 16h00
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks such as verification of qualifications and security checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Women are encouraged to apply for SMS posts. Applications should be submitted on time. Applications received after the closing date will not be accepted.

MANAGEMENT ECHELON

- POST 50/373** : **DIRECTOR: RISK BASED AUDITS (SL13) (2 POSTS)**
Chief Directorate: Internal Audit
Directorate: Risk Based Audits
- SALARY** : R948, 174 all inclusive salary package per annum (Salary Scale: R948, 174 – R1, 116,918)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a Bachelor Degree or Advanced Diploma in Accounting/ Internal Audit, coupled with at least 10 years audit experience of which at least five years should preferably be in internal auditing and with a minimum of five years middle management/senior management experience. A valid driver's license is essential Experience should include: comprehensive planning of/for audit projects, review of audit work papers and compilation of the relevant audit reports/report writing, staff appraisal, on the job training and submission of progress reports. A professional qualification (CA/CIA) or postgraduate degree will be an added advantage. Extensive knowledge IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology and knowledge of development in the Internal Audit field.
- DUTIES** : Establish strategic and operational risk based audit plans for the Cluster. Prepare and monitor cluster budgets. Oversee the management of all cluster audits and ensure that audits are completed in line with the annual audit coverage plan and comply with quality standards. Finalize and approve audit reports. Communicate the results of the IA engagement to the relevant stakeholders. Establish and maintain client relationships. Assume responsibility for quality assurance of all audit work performed in the cluster.

Conduct peer reviews. Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster. Coordinate the activities of internal audit with those of other assurance providers. Conduct training to subordinates and do presentations internally and externally where needed. Execute PMDS requirements. Oversee monthly and quarterly reporting to the CAE, the Cluster Departments and the Audit Committee.

- ENQUIRIES** : Mr A Nel, Tel: 018 3881616
- POST 50/374** : **DIRECTOR: FINANCIAL ACCOUNTING SERVICES (SL13)**
Chief Directorate: Financial Management Services
Directorate: Financial Accounting Services
- SALARY** : R948, 174 all inclusive salary package per annum (Salary Scale: R948, 174 – R1, 116,918)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a Bachelor Degree or Advanced Diploma in Financial Management/ Accounting. Ten (10) years' relevant experience in financial management of which 5 years must be on middle management. Qualification as a CA will be an added advantage. Knowledge of GRAP, PFMA, Treasury Regulations and Guidelines, Knowledge of Government accounting, financial statement standards, financial systems, Organizational and Government structures as well as principles of financial accounting and financial planning, budgeting principles, methodologies. Sound analytical, interpretive, and high level communication skills. A proven track record of the ability to multi – task, manage change, adhere to deadlines, drive strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management, risk management and systems management.
- DUTIES** : To ensure the completion of the Annual Financial Statements (AFS) and Interim Financial Statements (IFS), including the financial sections of the Annual Report. To ensure the submission of all Auditor-General and internal audit requests for financial statement information and prepare/ co-ordinate management responses to audit findings as well as monitoring of the Post Audit Action Plan (PAAP system). To review and recommend journals & oversee and sign off all monthly and quarterly financial reconciliations, including revenue and bank reconciliations, ensuring timeous clearance of exceptions and completeness of revenue processing. To oversee month-end & year-end financial accounting system closure procedures and sign off the Trial Balance. To ensure that all payroll transactions are verified and properly approved/ authorized. To ensure the employer's obligations as prescribed by the Receiver of Revenue (SARS) are met. To ensure the timeous and accurate implementation of Salary adjustments and S&T claims and resolve salary related queries. Provide oversight on the management of debts and other asset and liability control accounts. To manage the provisioning of Departmental Financial systems to ensure monthly system closure by due dates. To ensure the implementation and maintenance of Basic Accounting System (BAS) and Telephone Management support and security measures. Provide support and oversight to ensure the banking needs of the Department are met. Provide strategic advice and guidance on accounting, salary and financial system matters to internal clients and Service Providers.
- ENQUIRIES** : Mr Riad Soofie, Tel 018 388 3266