

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application. Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or <http://www.thedti.gov.za/careers>.
- CLOSING DATE** : 23 March 2018
- NOTE** : Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. the dti is committed to the pursuit of diversity and redress. Applications must be submitted on a signed Z83 Form, which can be obtained from the dti's website (<http://www.thedti.gov.za>) and must be accompanied by a comprehensive CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after this date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dti reserves the right not to fill any advertised position(s).
- OTHER POST**
- POST 10/32** : **SENIOR STATE ACCOUNTANT (REF NO.ODG/CFO 005)**
- SALARY** : Commencing salary package of R281 418. per annum, Level 8
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: National Diploma in Accounting. 3-5 years' relevant experience in a finance environment. Key requirements: Experience in financial reporting and compiling financial statements. Extensive knowledge of and experience in the preparation and analysis of financial statements. Knowledge of Public Finance Management Act, Public Service Act, Treasury Regulations and Public Service Regulations. Experience in financial management. People management and development. Presentation and Interpersonal skills. Communication (verbal and written). Stakeholder relations management. Planning and organizing skills. Project management skills
- DUTIES** : Analyse trial balance and customise according to template requirements. Prepare reconciliation on receivables and payables. Populate trial balance information on the Financial Statements template. Ensure that all exceptions on the excel template are cleared. Update disclosure notes and annexures. Ensure that the monthly Financial Statements are submitted timeously for review. Development project plan for monthly, quarterly and annual Financial Statements. Circulate preparation guides and templates for the Financial Statements to all the role players. Arrange monthly meetings on Financial Statements with all the role players. Perform quality control on all correspondence and documentation generated by subordinates. Perform weekly review of capital expenditure on BAS against actual invoices and LOGIS. Perform weekly review of payments on BAS to ensure compliance to the SCM regulations (Irregular expenditure). Training and development of staff in accordance with Personal Development Plans. Ensure compliance to the performance management cycle as per the set time lines. Leave administration of subordinates.
- NOTE** : In terms of the dti's EE requirements, Coloured and Indian male candidates, White candidates as well as people with disabilities will be given preference.