ANNEXURE G

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.

APPLICATIONS: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Enquiries for applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.

FOR ATTENTION: Ms L Raseroka, HR Unit or E-mail at NSG.Recruitment@thensg.gov.za

CLOSING DATE: 16 April 2021

NOTE: Applications must consist of: A fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

SUITABILITY QUALIFICATIONS:

MANAGEMENT ECHELON

POST 10/48:

DIRECTOR: FINANCIAL ACCOUNT REF NO: NSG: 02/2021

Job purpose: To manage the provision of fast, accurate financial accounting and reporting processes for the NSG.

SALARY: R1 057 326 per annum, (An inclusive remuneration package) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary level 13).

CENTRE: Pretoria

REQUIREMENTS:

A relevant 3 years tertiary qualification in Financial Management at NQF level 7 or equivalent. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) available on the NSG website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Suitable qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent position of Director: Financial Accounting. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.

work extended hours. Work under pressure to meet deadlines. Apply honesty and integrity in the area of work. Ability to maintain a high level of confidentiality.

**DUTIES:** Prepare financial statements according to cash accounting and GRAP accounting. Implement approved NSG policies and operational procedures related to Financial Accounting in accordance with specific relevant legislative prescripts, in order to enhance accountability and performance. Ensure NSG compliance reports related to financial management submitted in relation with the Treasury guidelines and timelines and EMP201/EMP601 and accurate and complete VAT returns submitted to SARS on a monthly and bi-monthly basis. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Drive the expansion of a modernised financial accounting section to handle the high volume of transactions, arising from increased training activities. Engage vigorously with clients to understand their needs and to empower them. Support the CFO, Principal and other Senior Managers in the execution of their functions in terms of the Public Service and Public Finance Management Acts.

**ENQUIRIES:** Ms P Mkwanazi Tel No: (012) 441-6173