

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title Assistant Director: Financial Accounting

Core code

Post level and salary code 9

Occupational class code

Name of component

Location

Posts reports to DD: Financial Accounting

Date of appointment

B. JOB PURPOSE

To coordinate, review and undertake the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures.

C. KEY PERFORMANCE AREAS

1. Collection and recording of revenue

(a) Cashier, banking service and electronic payments

- (i) Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts.
- (ii) Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded.
- (iii) Oversee that the banking of monies are done in accordance with the prescribed processes.
- (b) Oversee that bank reconciliations are performed and are correct.
- (c) Oversee the verification of the validity and allocation of payments received via electronic transfers.
- (d) Oversee the safeguarding of source documents and face value forms.

(b) Debt management

- (i) Oversee the identification and accurate recording of debts owed to the department.
- (ii) Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span.
- (iii) Oversee the process of obtaining the accounting officer's approval for debt collection conditions.
- (iv) Obtain the accounting officers approval for debt payback conditions and time span on the cases handled.
- (v) Oversee the accurate allocation of monies received.

(c) Monitoring and reporting on revenue

- (e) Oversee and monitor income against budget and review reconciliations.
- (f) Oversee and undertake the develop of corrective measures when required.
- (g) Oversee and review disclosure notes on revenue collection.
- (h) Oversee and collate financial supporting information for planning purposes.
- (i) Ensure completeness and accuracy of financial information.

2. Expenditure management

(a) Compensation of employees

- (i) Oversee the verification of the capturing of payroll transactions on the accounting system.
- (ii) Oversee quality assure al payroll transactions.
- (iii) Authorises reimbursement transactions on the accounting system.
- (iv) Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS).
- (v) Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system.
- (vi) Oversee verification of information for payroll certification.

(b) Goods and services

- (i) Oversee verification of source documents.
- (ii) Oversee the quality assurance and verification of transactions on BAS/LOGIS.
- (iii) Ensure that expenditure is in line with budget and item provisioning.

- (iv) Oversee the correct capturing of banking details on the accounting system.
- (v) Oversee creditor reconciliation (ensure that service providers are paid timely and correctly).

(c) Transfers and subsidies

- (i) Oversee and reconcile payment requests with budget provisions and the availability of funds.
- (ii) Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements.
- (iii)** Authorise the payment of transfers and subsidies processed on the accounting system.

3. Reporting

- (a) Oversee the processing of information to determine expenditure against budget.
- (b) Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status.
- (c) Oversee the compilation of interim and annual reports on conditional grants.
- (d) Ensure the safeguarding of all source documents.

4. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following:

- (a) General supervision of employees.
- (b) Allocate duties and do quality control of the work delivered by supervisees.
- (c) Advise and lead supervisees with regard to all aspects of the work.
- (d) Manage performance, conduct and discipline of supervisees.
- (e) Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
- (f) Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

D. INHERENT REQUIREMENTS

Consult the Draft Competency Framework for Financial Management.

E. APPOINTMENT REQUIREMENTS

A relevant tertiary qualification in financial management at NQF level 7.

3 years relevant supervisory experience

F. CAREER PATHING

Compliance with the requirements of higher posts.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

DRAFT