

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title Assistant Director: Management Accounting

Core code

Post level and salary code 9

Occupational class code

Name of component

Location

Posts reports to Deputy Director

Date of appointment

### B. JOB PURPOSE

To coordinate, review and implement the management accounting systems and procedures.

### C. KEY PERFORMANCE AREAS

1. **Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes.**
  - (a) Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process.
  - (b) Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans.
  - (c) Check and verify the supporting information for various financial planning processes.
2. **Budgeting – Coordinate, review, analyse and quality assure the budget preparation process.**
  - (a) Coordinate the preparation and consultation for the MTEF budget process.
  - (b) Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE).
  - (c) Develop templates for the collection of budget information from line functionaries.
  - (d) Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities.

- (e) Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required.
- (f) Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process.
- (g) Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations.
- (h) Supervise the recording of adjustments and provide feedback to the relevant components.
- (i) Provide information for the preparation of the annual financial statements.
- (j) Monitor that all shifts/virements are included in the adjusted budget.
- (k) Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent).

**3. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes**

- (a) Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary.
- (b) Monitor that all shifts/virements are included in the In Year Monitoring Report.
- (c) Provide advice and guidance to role players on the use of forecasting methods and tools.
- (d) Compile information for the interim and annual performance reports.

**4. Manage the operational processes, resources and procedures associated with the management accounting functions**

- (a) Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting).
- (b) Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
- (c) Determine workflow requirements.
- (d) Monitor performance of employees and determine training needs.
- (e) Control leave and related personnel matters applying laid down Human Resources procedures.

**D. INHERENT REQUIREMENTS**

Consult the Competency Framework for Financial Management.

**E APPOINTMENT REQUIREMENTS**

The following requirements may be considered for appointment:

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:**