

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title Deputy Director: Financial Accounting

Core code

Post level and salary code 11

Occupational class code

Name of component

Location

Posts reports to Director

Date of appointment

### B. JOB PURPOSE

To manage the sub-directorate, develop, review and implement financial accounting systems and procedures in line with relevant legislation, regulations, frameworks and departmental policies and procedures.

### C. KEY PERFORMANCE AREAS

1. Manage the financial revenue, expenditure management and accounting sub directorate
  - (a) Monitor the policy and legislative framework to ensure that cognizance is taken of new developments.
  - (b) Develop and maintain policies and processes
  - (c) Monitor revenue collected and expenditure incurred and submit reports and plans as required
  - (d) Monitor compliance with financial prescripts
  - (e) Provide advice and guidance to role players on revenue and expenditure procedures.
2. Undertake revenue, expenditure management and accounting work as required
  - (a) Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered.
  - (b) Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed.
  - (c) Accounting – To provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements)).

3. Manage the sub-directorate revenue, expenditure management and accounting
  - (a) Maintenance of discipline.
  - (b) Management of performance and development.
  - (c) Undertake Human Resource and other related administrative functions.
  - (d) Establish implement and maintain efficient and effective communication arrangements.
  - (e) Develop and manage the operational plan of the sub-directorate and report on progress as required.
  - (f) Develop implement and maintain processes to ensure proper control of work.
  - (g) Compile and submit all required administrative reports.
  - (h) Serve on transverse task teams as required.
  - (i) Procurement and asset management for the sub directorate.
  - (j) Planning and allocate work.
  - (k) Quality control of work delivered by employees.
  - (l) Functional technical advice and guidance

**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 experience in Financial Accounting at supervisory/management (ASD) level.

**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