

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 21 June 2021 @ 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications (if available or may be requested at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted 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. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 20/45** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: STATE ACC**
- SALARY** : R257 508 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Bachelor's Degree (NQF 6 / 7) in Accounting/ B Com Accounting or related relevant qualification. Minimum of 1-2 years' experience in a Management Accounting environment. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Computer Literacy (MS Office Packages), BAS. Possess the following skills: Communication, Planning and Organising, Interpersonal and Problem Solving, Teamwork, Basic numeracy, and Accuracy.
- DUTIES** : Render a budget support service to the unit. Assist with the compilation of the Budget including MTEF/ENE/AENE by collecting inputs from budgets holders, consolidation of budget and funding inputs. Compare and verify the expenditure against budget and cashflow projections on a monthly, quarterly, and yearly basis. Assist with the analysis of the expenditure patterns. Assist with the compilation and monitoring of the Demand Management plan of the Department in line with the allocated budget. Confirm funds before expenditure is incurred. In terms of reporting: Compile the IYM report in line with legislative prescripts, compile incorrect allocations report and inform the relevant unit of the incorrect allocation of expenditure, Report any deviations against projections and budget. Provide general administrative support to the business unit. Compile cashflow projections and requesting of funds from safetyweb system on a monthly basis. Compile inputs for the Interim and Annual Financial Statements. Distribute documents with regard to the budget. Capture Budget and related transactions on BAS (Shifts, Virements,

etc). Communication with Internal and External Stakeholders. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, templates, schedules, registers, and submissions. Give detailed advice on procedural and technical related matters in respect of policies to ensure compliance with regulations.

ENQUIRIES
NOTE

- : The Recruitment Office Tel No: (012) 394 5286 / 3097
- : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: STATE ACC"