

NATIONAL SCHOOL OF GOVERNMENT

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. The National School of Government is an accredited institution.



- APPLICATIONS** : The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or E-mail at NSG.Recruitment@thensg.gov.za
- FOR ATTENTION** : Kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017
- CLOSING DATE** : 08 April 2022
- NOTE** : Applications must consist of: A fully completed and signed Z83 form with a comprehensive CV containing contactable references. The applicants must submit copies of qualifications, Identity document, and driver license and any other relevant documents. Only shortlisted candidates will be required to submit certified documents on or before the interview. The relevant reference number must be quoted in the Z83 application form prescribed by DPSA. 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent position of Director: Financial Account. 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.

MANAGEMENT ECHELON

- POST 11/36** : **DIRECTOR: FINANCIAL ACCOUNT REF NO: NSG: 03/2022**
Job purpose: To manage the provision of fast, accurate financial accounting and reporting processes for the NSG.
- SALARY** : R1 073 187 per annum, (level 13). (An inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic
- CENTRE** : Pretoria.
- REQUIREMENTS** : A relevant 3 years tertiary qualification in Financial Management at NQF level 7 or equivalent as recognized by SAQA. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). At least 6 - 10 years' experience in financial accounting of which 5 years' must be at a middle management level. Any experience working within a workplace environment that utilizes GRAP is required. Knowledge: A track record in preparation and management of financial reports. Ability to implement internal systems and controls to ensure sound Financial Accounting Management, and reporting. Knowledge and understanding of the PFMA, including experience in its application. Competencies/skills: Skills in Financial Management within a trading entity. Proven managerial skills. Strategic Capability and Leadership.

Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Personal attributes: Results driven. Resourceful and highly proactive. Attention to detail. Display a professional demeanor. Assertive. Resolve conflicts decisively. 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 Mkwazi Tel No: (012) 441-6173