

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

<u>APPLICATIONS</u>	:	must be submitted online at https://jobs.gauteng.gov.za alternatively email to gFleeTRecruitment@gauteng.gov.za . For general enquiries please conduct Human Resources on Tel No: (010) 345 1535.
<u>CLOSING DATE</u>	:	19 December 2025
<u>NOTE</u>	:	It is our intention to promote representative (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

OTHER POST

<u>POST 44/143</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/023296</u> Chief Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R896 436 per annum (Level 11)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Accounting or Financial Management. 3 years' relevant experience in financial accounting at supervisory/management (ASD) level. Knowledge of IFRS/GRAP Standards, PFMA/MFMA, Treasury Regulations and other applicable legislations. The role requires expertise in the preparation of financial statements, income and expenditure control, supported by strong knowledge of internal controls, audit processes and risk management. Proficiency in financial systems such as CaseWare, ERP platforms (e.g. SAP) and advanced Excel is essential. In addition, the incumbent must have knowledge of project management, change management, HR policies and stakeholder engagement to effectively lead teams and ensure accurate, compliant, and transparent financial reporting.
<u>DUTIES</u>	:	Managing the Strategic and Operational Functions of the Finance Sub-Directorate: Monitor relevant financial policies, legislation, and regulatory frameworks to ensure compliance and alignment with the latest developments; Develop, review, and maintain Standard Operating Procedures (SOPs) and financial management policies related to expenditure, revenue, and debtors; Ensure adherence to financial prescripts and internal controls; Provide expert guidance and support to internal stakeholders on financial matters and decision-making. Manage Expenditure, Revenue and debtors: Daily review of transactions and adjustments (journals) initiated by subordinates for compliance with all applicable GRAP standards; Oversee and monitor the timely processing and payment of all invoices; Provide strategic oversight of revenue billing processes to ensure accuracy and completeness of revenue; Address billing-related queries from client departments promptly and effectively; Conduct regular follow-ups on long outstanding debtors and ensure recovery efforts are documented; Monitor accounting processes

including the general ledger, trial balance, and reconciliation activities to ensure financial integrity. Preparation of Financial Statements and Reporting: Prepare and review accurate quarterly and annual financial statements in accordance with the Public Finance Management Act (PFMA); Compile and submit monthly income and expenditure reports; Contribute financial data and insights to the Annual Performance Report; Ensure all financial reports are prepared in line with GRAP. Coordinate Audit Compliance and Risk Management within the finance sub-directorate: Coordinate timely responses to audit findings and queries; Develop and implement action plans to address audit recommendations and prevent recurrence; Foster a culture of continuous improvement and risk awareness. Provide Sub-Directorate Leadership and Performance Management: Manage and support the performance and professional development of direct reports; Oversee HR-related functions including leave management and performance reviews; Maintain effective communication channels and promote collaboration across teams; Develop, implement, and monitor the operational plan of the sub-directorate, ensuring alignment with broader departmental goals; Manage work allocation processes and ensure high standards of output quality; Prepare and submit required reports and documentation accurately and on time; Represent the sub-directorate in internal committees and working groups as needed; Provide functional and technical advice to team members and stakeholders.

ENQUIRIES

: Ms. Andiswa Gingqi Tel No: (011) 372 - 8660