

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. **Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.***

### **APPLICATIONS:**

For Attention: Ms N Monyela/Ms M Mahape  
Closing date: 26 June 2023

### **NOTE:**

Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 **must be completed in full and page 2 duly signed**. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

### **POST:**

### **STATE ACCOUNTANT: FINANCIAL STATEMENT AND SYSTEMS DBE/16/2023**

Chief Directorate: Financial Management Services  
Directorate: Financial Services  
Salary: R294 321.00 per annum  
Centre: Pretoria

### **REQUIREMENTS:**

Applicants must be in possession of a Senior Certificate or equivalent qualification with Accounting as a subject; 2-years relevant experience in financial environment; Good understanding of Basic Accounting System (BAS); Good knowledge of Treasury Regulations and Public Finance Management Act; Knowledge of Public Service Regulatory Framework; Understanding of policy formulation process within Government and monitoring and evaluation methods, tools and techniques; Good communication skills (both oral and writing); Client orientation and customer focus; Honesty and integrity; Service delivery innovation; Problem solving and analysis.

### **DUTIES:**

The successful candidate will maintain the BAS Standard Chart of Accounts (SCOA) structure and code list of the department; Implement National Treasury guidelines and processes; Maintain user profile system; Carry out security management in relation to BAS system control service; Log request with BAS help desk and provide feedback to users promptly; Conduct regular training on BAS system to ensure optimal utilisation of departmental financial system; Maintain and

monitor BAS system; Maintain reconciliation of the general ledger; Conduct monthly reconciliations between BAS and other source system; Respond to BAS and IFS/AFS related audit queries; Request disclosure notes from various Chief Directorates; Assist in compiling the Interim and Annual Financial Statement as well as preparing audit files.

**Note:** All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to

a security clearance. Also, shortlisted candidates may be required to perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

**ENQUIRIES:** **Ms N Monyela (012) 357 3294/ Ms M Mahape (012) 357 3291**