

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

**A. JOB INFORMATION SUMMARY**

JOB TITLE	Assistant Manager: Internal Control
CORE	Economic Advisory & Support Personnel
JOB LEVEL	Level 09
DATE	07 June 2009
LOCATION	Bisho
COMPONENT	Financial Internal Control
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

**B. HIERARCHICAL POSITION OF POST**

Senior Manager Manager <b>Assistant Manager</b>
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**C. JOB PURPOSE (Linked to Strategic Plan)**

**To assist in the management of Pre-audit services for the department.**

**D. MAIN OBJECTIVES (Key performance area (KPA's) -**

	<b>MAIN OBJECTIVES</b>	<b>%</b>
<b>1</b>	<p><b>Interpret financial policies and procedures and monitor the implementation thereof.</b></p> <ul style="list-style-type: none"> <li>• Analyse financial policies and procedures.</li> <li>• Maintain and evaluate the implementation of policies and procedures.</li> </ul>	<b>%</b>
<b>2</b>	<p><b>Ensure that procurement and payment requests comply with relevant statutory prescripts.</b></p> <ul style="list-style-type: none"> <li>• Check the authenticity of the payment request and vouchers prior to the processing and payment thereof.</li> <li>• Ascertain that certificates are issued within reasonable time upon receipt of commitment forms</li> <li>• Monitor internal controls.</li> </ul>	<b>%</b>
<b>3</b>	<p><b>Training and development.</b></p> <ul style="list-style-type: none"> <li>• Identify training needs.</li> <li>• Train pre-audit staff in internal controls and in implementation of systems.</li> <li>• Conduct workshops and attend bilateral meetings with program managers.</li> </ul>	<b>%</b>
<b>4</b>	<p><b>Monitor adherence to internal controls when processing payment</b></p> <ul style="list-style-type: none"> <li>• Ascertain that the authenticity of payment requests and vouchers is checked prior to payment.</li> <li>• Ensure compliance with relevant legislation and regulations.</li> <li>• Ensure verification of financial delegation of powers prior to effecting payment requests and vouchers.</li> </ul>	

**E DIMENSIONS OF THE POST**

<b>PERSONNEL BUDGET</b>	<b>EQUIPMENTS VALUE</b>	<b>STORES VALUE</b>	<b>BUILDING BUDGET</b>
Hundreds of Thousands	Hundreds of Thousands	Tens of Thousands	N / A

**F. PERFORMANCE STANDARDS & INDICATORS** (Based on main objectives)

Performance standard (measurable outputs / end results) <b>MAIN OBJECTIVES</b>	Indicator (Indicating how well / if standards were achieved)
<b>Interpret financial policies and procedures and monitor the implementation thereof.</b>	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> </ul>
<b>Ensure that procurement and payment requests comply with relevant statutory prescripts.</b>	<ul style="list-style-type: none"> <li>• Requests for checking</li> </ul>
<b>Training and development.</b>	<ul style="list-style-type: none"> <li>• Expenditure report</li> </ul>
<b>Monitor adherence to internal controls when processing payment</b>	<ul style="list-style-type: none"> <li>• Payment request</li> <li>• Vouchers</li> </ul>

**G. OUTPUTS PROFILE**

Key customers	Requirements	Outputs
Manager	Reports on progress / planning input	<ul style="list-style-type: none"> <li>• Development, Implementation and monitoring of policies</li> <li>• Monthly statistics</li> <li>• Monthly reports</li> <li>• Expenditure reports</li> <li>• Routine reports and notes</li> </ul>
Departmental staff / colleagues	Teamwork ,liaison, information sharing to optimize financial services rendered ,Good communication feedback, referrals	<ul style="list-style-type: none"> <li>• Routine memos and notes</li> <li>• Technical guidelines</li> <li>• Statistics</li> </ul>
Multi disciplinary staff members	Using multi disciplinary team to render support to the financial management, cooperation, support ,referral	<ul style="list-style-type: none"> <li>• Minutes Referral reports / file notes</li> </ul>

		<ul style="list-style-type: none"> <li>Regular meetings</li> </ul>
Other departments	Intersectoral collaboration	<ul style="list-style-type: none"> <li>Reports and minutes available</li> </ul>

## H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Service Management and Public Service Legislation, Regulations and Policies, Public Finance Management Act.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting skills Financial Management Project management	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Internal Control practice & ethics	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	Tertiary qualification in a financial relevant field  Three to Five years managerial experience required  Training in ethics  Ability to collect and collate data  Demonstrative ability to apply finance for planning, ability to work under pressure;  Continuous professional and ethical behaviour

**I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)**

\*\*\*\* IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

**J. CAREER PATHING**

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Manager
2. Nature of work in next higher post: -As required in the higher post

**K. AMENDMENTS TO THE 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 deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

**L. PERFORMANCE INSTRUMENTS**

- The performance instrument of the postholder, should be read as an extension of this job description.

**M. JOB DESCRIPTION AGREEMENT**

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR:	JOB INCUMBENT:
RANK: Manager	RANK: Assistant Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description:- only if there are changes in the job content.	
Date of revision:	