

JOB DESCRIPTION/JOB MODEL

NAME: Vacant	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	State Accountant: Banking
CORE	Economic Advisory and Support Personnel
JOB LEVEL	Level 7
DATE	07 June 2010
LOCATION	Bisho
COMPONENT	Financial Systems & Control
POST REPORT TO	Assistant Director
JOB CLASSIFICATION CODE	

B. HIERARCHICAL POSITION OF POST

Deputy Director Assistant Director State Accountant
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C. JOB PURPOSE (Linked to Strategic Plan)

To render banking services.

C. MAIN OBJECTIVES (Key performance area (KPA's)).

	MAIN OBJECTIVES	%
1	Maintain the paymaster general account	20%
2	Reconciliation of bank statements with deposit slips <ul style="list-style-type: none"> • Draw BAS reports and identify the discrepancies made by institutions or the bank. 	20%
3	Clearing bank related suspense accounts or exceptions	15
4	Preparing month end & year end closure and produce bank reconciliation report.	15%
5	Preparing compliance certificate for submission to treasury	10%
6	Ensure that cash-flow is prepared weekly	10%

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

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

Performance standard (measurable outputs / end results)	Indicator (Indicating how well / if standards
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MAIN OBJECTIVES	were achieved)
Maintain the paymaster general account	<ul style="list-style-type: none"> • Data available System • Quarterly Reports
Reconciliation of bank statements with deposit slips <ul style="list-style-type: none"> • Draw BAS reports and identify the discrepancies made by institutions or the bank. 	<ul style="list-style-type: none"> • Journals • Less misallocations • Valid service level agreements
Preparing month end & year end closure and produce bank reconciliation report.	<ul style="list-style-type: none"> • Monthly, Quarterly and annual reports
Clearing bank related suspense accounts or exceptions.	<ul style="list-style-type: none"> • Correct transfer of payments
Preparing compliance certificate for submission to treasury	<ul style="list-style-type: none"> • Availability of certificates
Ensure that cash-flow is prepared weekly	<ul style="list-style-type: none"> • Cash flow

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Assistant Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Financial services • Service reports • Routine reports and notes • Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize Financial services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the Financial management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Finance Management and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting skills	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 Accounting Computer Systems	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;	National Diploma with Accounting / related Qualification (3yrs) Two to Five years 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 behavior

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 : Assistant 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:
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SUPERVISOR:	JOB INCUMBENT: Vacant
RANK: Assistant Director	RANK: State Accountant
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:	