

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	State accountant
CORE	Economic Advisory and Support Personnel
JOB LEVEL	Level 7
DATE	27 March 2006
LOCATION	Bisho
COMPONENT	Financial Statements
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 prepare and compile annual financial statements.

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

	MAIN OBJECTIVES	%
1	Compile monthly, intermediate and Annual Financial Statements. <ul style="list-style-type: none">• Submit Annual Financial Statements to the Provincial Treasury and Auditor General in order to get Audit report.• Collect information from directorates and institutions as requested by the Auditor General.• Send responses in respect of the exception report to the Auditor General.• Report status on previous year findings by Auditor General to the Provincial Treasury.	20

2	<p>Register and keep safely authorities granted by the treasury.</p> <ul style="list-style-type: none"> • Enter authorities in the relevant register. • File documents. 	10
3	<p>Perform administrative functions.</p> <ul style="list-style-type: none"> • Attend meetings with Head Office Representatives. • Prepare information required by Provincial Audit Steering Committee weekly 	10
4	<p>Attend to Audit queries</p> <ul style="list-style-type: none"> • Liaise with directorates and institutions. 	30
5	<p>Prepare financial statements according to Accounting Standard Board.</p> <ul style="list-style-type: none"> • Collect information from directorates and compile Annual Financial Statements in order to comply with Treasury Regulations. 	30

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 were achieved)
MAIN OBJECTIVES	
Compile monthly ,intermediate and Annual Financial Statements.	<ul style="list-style-type: none"> • Daily reports
Register and keep safely authorities granted by the treasury.	<ul style="list-style-type: none"> • Updated register
Perform administrative functions	<ul style="list-style-type: none"> • Templates
Attend to Audit queries	<ul style="list-style-type: none"> • Audit and exception reports
Prepare financial statements according to Accounting Standard Board	<ul style="list-style-type: none"> • Annual financial statements

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Assistant Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly, quarterly, and annual reports • Implementation of relevant policies • Protocols
Departmental Staff/ colleagues	Teamwork, liaising, information-sharing to optimize Financial services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Compilation of annual reports • Technical guidelines • Responses to the Auditor General Interim report
Other Departments (Provincial Treasury, Auditor General)	Collaboration Norms and standards Regulations	<ul style="list-style-type: none"> • BAS reports • Templates

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 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;	National Diploma with Accounting (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 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 : 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:

SUPERVISOR: Ms N Mankomo	JOB INCUMBENT: Mr M. Jaceni
RANK: Deputy Director	RANK: State Accountant
DATE:	DATE:
ACCEPTED	SIGNATURE:
<p>Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.</p> <p>Date of revision:</p>	