

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	22 March 2006
LOCATION	Bisho
COMPONENT	Suspense Accounts
POST REPORT TO	Assistant Director
JOB CLASSIFICATION CODE	

B. HIERARCHICAL POSITION OF POST

Assistant Director
State Accountant
 Chief Accounting Clerk
 Accounting Clerk

C. JOB PURPOSE (Linked to Strategic Plan)

To clear suspense accounts .

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

	MAIN OBJECTIVES	%
1	Clear all suspense accounts. <ul style="list-style-type: none"> • Request a matching report. • Allocate expenditure monthly according to cost centers to zero balance. 	50%
2	Clear disallowance dishonored cheque, disallowance miscellaneous accounts and interdepartmental claims and payables. <ul style="list-style-type: none"> • Request report. • Analyze report and gather information for supporting documents • Write letters to institutions to recover monies. • Prepare journals that would be authorized by the supervisor. • Prepare monthly reconciliation for the account. 	30%

3	<p>Supervise staff.</p> <ul style="list-style-type: none"> • Organize and chair meetings. • Evaluate staff performance. • Ensure smooth running of the office. 	10%
4	<p>Perform administrative functions.</p> <ul style="list-style-type: none"> • Respond to queries. • Attend to internal and external clients. • Filing of journals. • Write and compile weekly ,monthly and quarterly reports. 	5%
5	<p>Facilitate training and development</p> <ul style="list-style-type: none"> • Identify training needs. 	5 %

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) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
Clear all suspense accounts.	<ul style="list-style-type: none"> • Daily reports
Clear Disallowance Dishonored Cheque ,disallowance miscellaneous account , interdepartmental claims	<ul style="list-style-type: none"> • Monthly reports
Supervise Staff	<ul style="list-style-type: none"> • Cleared accounts • Accurate allocation of accounts • PMDS reports
Perform administrative functions	<ul style="list-style-type: none"> • Meetings • Filing
Facilitate training and development	<ul style="list-style-type: none"> • Identify training needs

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Assistant Director	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Clearing of suspense accounts • Routine reports and notes • Protocols
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing to optimize Financial services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Compilation of journals • Technical guidelines • Cleared accounts

Other Departments (Provincial Treasury, Auditor General)	Collaboration Norms and standards Regulations	<ul style="list-style-type: none"> • BAS reports • Journals
Private sectors :Companies	Clearing of dishonored cheques payment of outstanding accounts	<ul style="list-style-type: none"> • Reconciliation of accounts • Settled Balances

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 Director
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.P. Nokele	JOB INCUMBENT: Mr S.M. Mndi
RANK: Deputy 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:	