

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	State Accountants
CORE	Economic Advisory and Support Personnel
JOB LEVEL	Level 7
DATE	23 March 2006
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 effective and efficient Rebate services.

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

	MAIN OBJECTIVES	%
1	Ensure the Tax administration and compliance is adhered to. <ul style="list-style-type: none"> • Ensure monthly and annual Tax reconciliation is completed and pay-overs are paid before 7th of each month • Ensure Tax RSA account is monitored and cleared. • Ensure that Tax debt is recovered and account is monitored 	30%
2	Ensure IRP5's administration is adhered to. <ul style="list-style-type: none"> • Ensure that IRP5's are printed, reconciled and distributed. • Ensure IRP5 accumulations are updated for manual payments. • Ensure that recalculations are done. • Ensure that duplicates of IRP5's are issued, monitored and registered. 	30%
3	Ensure effective ACB recall services <ul style="list-style-type: none"> • ensure that salaries are recalled timeously after request ensure that ACB rejection account is cleared	30
4	Supervision and attending to all HR issues of subordinates in the section	10%

	<ul style="list-style-type: none"> • Management of leaves • Labour relations • training 	
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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)
Ensure the Tax administration and compliance is adhered to.	<ul style="list-style-type: none"> • Exceptions not cleared • Reconciliation
Ensure IRP5's administration is adhered to.	<ul style="list-style-type: none"> • IRP5's
Ensure effective ACB recall services	<ul style="list-style-type: none"> •
Supervision and attending to all HR issues of subordinates in the section	<ul style="list-style-type: none"> • Supervision protocol

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 • Render Financial services • Service reports • 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"> • 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

Private Sector/ Revenue RSA		•
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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 /IT 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 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:	JOB INCUMBENT:
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:	