

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
Vacant	

A. JOB INFORMATION SUMMARY

JOB TITLE	State accountant
CORE	Economic Advisory and Support Personnel
JOB LEVEL	Level 7
DATE	24 March 2006
LOCATION	Bisho
COMPONENT	Expenditure Management
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 provide support in controlling financial expenditure .

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

MAIN OBJECTIVES		
1	<p>Ensure that expenditure is aligned to where budget has been allocated</p> <ul style="list-style-type: none"> • Identify misallocations and assist with corrective action. • Collate data from various sources and process same on In Year Monitoring reporting tool as per economic classification on a monthly basis. 	20%
2	<p>Render support services relating to expenditure management.</p> <ul style="list-style-type: none"> • Submit In Year Monitoring reports to Program managers for checking and analysis monthly . 	20%

	<ul style="list-style-type: none"> Finalize In Year Monitoring report with supporting documents for submission to the Head of Department and Member of the Executive Council for onward transmission to Provincial Treasury. 	
3	<p>Monitor expenditure trends weekly .</p> <ul style="list-style-type: none"> Liaise with Program managers to identify shortfalls and determine remedial action. 	20%
4	<p>Verify expenditure against allocated budget</p> <ul style="list-style-type: none"> Identify misallocation and instruct institutions to draw journals ,Age analysis of commitments by using BAS reports weekly. 	25%
5	<p>Perform administrative functions</p> <ul style="list-style-type: none"> Prepare expenditure reports for submission to Provincial Treasury Furnish the Auditor General with BAS reports and any other relevant information pertaining to expenditure. 	15%

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 that expenditure is aligned to where budget has been allocated	<ul style="list-style-type: none"> • Collated data • In Year Monitoring Reports • Compliance to Treasury regulations and financial prescripts
Render support services related to expenditure management.	<ul style="list-style-type: none"> • Zero expenditure and unauthorized expenditure • Reduction of misallocations
.Monitor expenditure trends weekly	<ul style="list-style-type: none"> • Expenditure reports
.Verify expenditure against allocated budget	<ul style="list-style-type: none"> • Zero expenditure and reduction in misallocations
Perform administrative functions	Multi skilled staff

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Assistant Director	Report on progress / planning input	<ul style="list-style-type: none"> • Compliance to Treasury regulations and financial prescripts • Expenditure reports • Monthly reports • Implementation of relevant policies • Routine reports
Departmental Staff staff/ colleagues	Teamwork, liaising, information-sharing to optimize Financial services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Minimal under expenditure and zero over expenditure • Multi skilled staff • Efficiency •

Other Departments Treasury, Auditor General	Collaboration , norms and standards	<ul style="list-style-type: none"> • Zero over expenditure and minimal under expenditure • Reduction of misallocations and zero unauthorized expenditure
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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 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) or Matriculation with five years experience required Training in ethics Ability to collect and collate data Demonstrate 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: Mrs T.R. Pylman	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:	