

## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **DEPUTY DIRECTOR: BOOKKEEPING & ACCOUNTING SERVICES**

*Salary Range: An all-inclusive remuneration Salary Level 11 – R 811 560 – R 952 485*

*HEAD OFFICE (Qonce) Ref: DSRAC 03/06/2023*

**MINIMUM REQUIREMENTS:** A National Senior Certificate plus a Diploma / Degree NQF level 7/ Preferable B degree level 7 qualification in Financial Accounting or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Financial Management. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of BAS and PERSAL. Knowledge of Annual Financial Statements. Consolidation of Annual Financial Statements. Computer Literacy. Operational Management and Planning Analytical and an innovative thinker. Project Management. Extensive knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.

**DUTIES:** Manage the Financial Revenue, Expenditure Management and Accounting Services for the Department. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting services. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Manage the revenue, expenditure management and accounting services. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Manage administration support services. Give input in the development of strategic, business, procurement and annual plans. Compile, consolidate and submit monthly and quarterly reports. Manage human and financial resources. Manage discipline and provide technical advice and guidance. Ensure EPMDS and staff development training needs. Manage attendance and leave records.

**People with disabilities who meet the requirements will be given preference.**

ENQ. R. SWARTBOOI – 043 492 0940 – HEAD OFFICE (Qonce)

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