

ANNEXURE

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

NOTE: Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts

APPLICATIONS: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered.

Potential candidates may **apply online** and **attach accompanying documents** on the GTAC website at <https://www.gtac.gov.za/careers>

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities.

CLOSING DATE: 25 October 2024 at 12 pm.

POST: Deputy Director: Management Accounting

REF NO: G02/2024

TERM: Permanent

SALARY: R849,702.00 - R1,000,908.00 per annum (Level 11)

CENTRE: Pretoria

REQUIREMENTS: Degree or related qualification in Financial Management or related field. A minimum of 6-10 years' experience in Budget Planning, Financial Reporting, and in Public Service Financial Management, at least 3 of which at a supervisory/management level (Assistant Director). An extensive knowledge of PFMA and NT Regulations is an added advantage.

Competencies required:

- Client Service Orientation:** Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients.
- Concern for Quality and Order:** Desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information systems.
- Effective Communication:** Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience.
- Holding People accountable:** Acts to ensure others perform in accordance with clear expectations and goals.
- Emotional Intelligence:** Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.
- Information Sharing:** Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others.
- Integrity/ Honesty:** Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy.
- Networking and Influencing:** Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political, and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives.
- Results Orientation:** Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation).
- Strategic Orientation:** Strategic orientation is about taking a broad-scale, long-term view, and assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and

potential of the department. It involves taking calculated risks based on awareness of social, economic, market, and political issues, trends, processes, and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. **Systems Thinking:** Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. **Team Participation:** Works co-operatively with others, working together as opposed to working separately or competitively. **Valuing Diversity:** Ability to understand and respect the practices, customs, values, and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. **Vision and Purpose:** Modelling and promoting high personal and professional standards that support the organisation's vision, mandate, and values. Sharing goals, objectives, and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES: To ensure that the GTAC budgets are managed in line with relevant legislation, regulations, frameworks, and departmental policies and procedures. **Management Accounting Compliance:** Monitor legislative and regulatory prescripts relating to public finance management and accounting including the PFMA, GAAP, and GRAP, and make recommendations for amendment to GTAC financial policies and procedures where relevant. Monitor compliance to GTAC financial policies and procedures, and report and ensure that non-compliance issues are addressed. Monitor and address the performance and integrity of the financial management system (PASTEL). Manage the management accounting and reporting schedules, ensuring compliance with NT reporting requirements. Provide advice and guidance to budget managers on the use of forecasting methods and tools. Participate in the internal and external audit reviews. **Budget Preparation Management:** Coordinate the preparation of financial information required for the strategic and annual performance planning process. Analyse and quality assure the financial information requirements for the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Develop templates for the collection of budget information from budget managers. Analyse, interpret, and communicate the treasury guidelines for the estimates of national expenditure (ENE). Review and analyse the annual budgets and ensure alignment with the Operating plans. **Budget Planning and Implementation Management:** Coordinate the preparation and consultation for the MTEF budget process. Align budget statements with the annual performance plan, and strategic plan. Analyse and interpret the requirements for the annual cash flow projections and adjusted as prescribed by Treasury and recommend corrective action where required. **Budget Adjustments Management:** Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and making recommendations for adjustments. Supervise the recording of adjustments and provide feedback to the relevant components. Monitor that all shifts/virements are included in the adjusted budget. **Budget Rollover Management.** Ensure that prescripts for 'funds committed but not spent' and compliance requirements for budget rollover/retain surplus requests are disseminated to programme managers and in compliance with the NT guidelines. Ensure that all roll-over/ retain surplus requests are analysed, considered, and proposal recommendations developed and submitted to the CFO for a recommendation. Ensure that the approved rollovers are incorporated in the budget adjustments. Monitor expenditure trends, assess additional funding requirements from the adjustment estimates process, and develop proposals on the virement or shifting of funds. **Budget Reporting Management:** Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Evaluate and monitor the costing model in place. Compile information for the interim and annual performance reports. Provide information for the preparation of the annual financial statements.

ENQUIRIES: Kaizer Malakoane 066 250 7072

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