



defence

Department: Defence REPUBLIC OF SOUTH AFRICA

SENIOR STATE ACCOUNTANT

Salary: R145 920 pa, Level 8

Financial Management Division (128 OF 2008)

Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Debtor Management. Pretoria. Ref: 128/05

REQUIREMENTS: Appropriate three year B Degree or National Diploma with Finance (Accounting) related subjects plus appropriate experience. Prior learning and extensive appropriate experience in Debtor Management may also be considered. Computer literate iro the Financial Management System (FMS) and PERSOL/PERSAL mainframe programs as used in the Department of Defence (DOD) or the Public Service would serve as a very strong recommendation. Ability to effectively utilise the Estimating & Budgeting, Expenditure Control, Financial Administration as well as Accounting programs would serve as a strong recommendation. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts pertaining to Debtor Management. Working knowledge of MS Office applications (MS Word and MS Excel). Well-developed reasoning, mathematical, analytical and problem solving ability. Ability to effectively compile and present reports and statistics. Well developed verbal and written communication skills with good personal relations. Very conscientious and orientated towards teamwork as well as producing effective, correct work. Prior learning/experience of salary, final payments and related debt recovery processes would serve as a strong recommendation. Ability to effectively and professionally investigate and follow up on debt recovery. Receptive to work-related suggestions/ideas and aiming for zero defects. Decisive and persevering iro task finalization and able to effectively function under pressure. Must be in possession of a valid DOD vehicle driver's license (possession of a valid civilian vehicle driver's license may be considered).

DUTIES: Rendering effective and continued support and assistance to the Assistant Director Debtor Management in controlling and maintaining current as well as new Departmental debt. Implementing effective actions to recover outstanding Departmental debt from ex SA National Defence Force (SANDF) members, ex Public Service Act (PSAP) as well as from civilian/private institutions. Implementing and maintaining processes and procedures to effectively control Departmental debt. Controlling and verifying outgoing correspondence AND all accounting transactions. Liaising and corresponding with the offices of the State Attorney. Arranging and controlling the recovery of Departmental debt. Investigating, following-up and reporting of all finance related irregularities. Constant collaboration and communication with the Assistant Director Debtor Management. Supervising, training, guiding and developing the Chief Accounting Clerks and their subordinates who resort under control of this post. Managing all assets, materièl, information and documentation resorting under control of this post.

- **NOTE: Applications must be on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificate and ID document. Failure to comply**

with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) iro each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Applications received after the closing date, as well as faxed applications will not be considered.

ENQUIRIES: Mr Eddie Vermeulen, tel: (012) 392-2753

APPLICATIONS: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001

CLOSING DATE: 06 October 2008