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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | STATE ACCOUNTANT: BUDGET COORDINATION (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | FINANCIAL MANAGEMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | ASSISTANT DIRECTOR: DISTRICT BUDGET PLANNING |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

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| **C.JOB PURPOSE** |

**To render effective and efficient financial support services**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **The rendering of financial services in the unit.**   * Attend to S & T claims. Attend to invoices for the payment of other claims * Participate in budgeting process and assist in the compilation, consolidation and analysis of monthly, quarterly and annual expenditure reports within the office against the approved budget * Attend to provisioning and procurement matters in the office which has financial implications. * Initiate and place accounting transactions on record * Produce financial reports, assist in the monthly updating of database of the office on financial information and adhere to prescriptions of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures * Advise staff on correct utilization of financial or budgetary procedures * Attend to invoices for the payment of other claims. * Monitor the bar coded assets and update assets register. |  |
|  | **Supervise human resources/staff**  • Allocate and ensure quality of work  • Personnel development  • Assess staff performance  • Apply discipline |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Management (EXCO)  All Senior Management and official in the Department  National Departments and officials  Provincial Departments  School Governing Bodies  Private Sector Organizations  Organised Labour  State Owned entities  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Prolonged use of a computer. |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the delegations.

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** | * Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. |
| **SKILLS** | * Computer * Planning and organisation * Language * Good verbal and written communication skills |
| **MINIMUM EDUCATION AND TRAINING** | * National Diploma (NQF level 6) |
| **Minimum Experience** | * 1-2 years relevant experience |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** | ASSISTANT DIRECTOR |

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| **L. 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 may deem reasonable, after due consultation with the post holder*

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas. his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |