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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | ACCOUNTING CLERK: EXPENDITURE MANAGEMENT |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | FINANCIAL MANAGEMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | STATE ACCOUNTANT: EXPEDITURE MANAGEMENT |

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| **B. ORGANOGRAM** |

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| **C.JOB PURPOSE** |

**To render financial support services within the district.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Render Financial Accounting transactions**     * Receive invoices * Check invoices for correctness, verification and approval (internal control) * Process invoices (e.g. capture payments) * Filing of all documents * Collection of cash |  |
| 2. | **Perform Salary Administration support services**   * Receive salary advices. * Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). * File all documents |  |
| 3. | **Perform Bookkeeping support services**   * Capture all financial transactions * Clear suspense accounts * Record debtors and creditors * Process electronic banking transactions * Compile journals |  |
| 4. | **Render a budget support service**   * Collect information from budget holders * Compare expenditure against budget * Identify variances * Capture, allocate virements on budgets * Distribute documents with regard to the budget * File all documents * Receive and capture cash payments. |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Departments  All Senior Management and official in the Department  National Departments and officials  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | N\A  N\A |
| **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 allocation

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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** |  |
| **SKILLS** | * Planning * Organising * Communication * Problem solving * Teamwork * Interpersonal skills * Customer Relations * Accuracy * Basic Accounting Skills |
| **MINIMUM EDUCATION AND TRAINING** | * Grade 12 or with relevant certificate |
| **Minimum Experience** | * 3 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** |  |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

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

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| **N. AGREEMENT** |

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