



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a National Department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

**REFERENCE** : 2016/170/OCJ

**POST** : STATE ACCOUNTANT (RE-ADVERTISEMENT)  
(candidates who previously applied need to re-apply as previous applications will not be considered)

**CENTRE** : NORTHERN CAPE HIGH COURT: KIMBERLEY

**LEVEL** : 7

**SALARY** : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A relevant Bachelor's degree or National Diploma in Finance/ Accounting/ Financial Management/ or equivalent qualification;
- 3 years' experience in a financial environment (accounting or Pay and Petty Cash reconciliation);
- Thorough understanding of the Public Finance Management Act (PFMA) and the Treasury Regulations;
- Advance level of computer literacy skills (Ms Word and Excel);
- Extensive knowledge of Government budgeting; Accruals, Payables and creditors cycle;
- Knowledge of supply chain management procedures;
- Analytical thinking, planning, organizational, diversity management, human relations and communications skills;
- Knowledge of financial systems, e.g BAS, Persal, LOGIS, etc.
- A valid Driver's licence.

**SKILLS AND COMPETENCIES:**

- Ability to manage Accounting and Administration functions effectively;

- Computer Literacy;
- Good communication skills(written & verbal);
- Ability to work with stakeholders in a profession and empathetic manner;
- Good interpersonal relations;
- Accuracy and attention to detail;
- Problem solving skills.

#### **KEY RESPONSIBILITY AREAS:**

- Verification and authorizing of BAS payments;
- Ensure all processed documents are audit compliant;
- Capturing of original budget on BAS;
- Request and analyse expenditure reports;
- Identify erroneous allocations and correct per journal entry;
- Follow up outstanding creditor payments;
- Monitor of private telephone debts;
- Daily checking of cash on hand;
- Checking of receipts with cash in hand;
- Checking of bank deposit book before money is deposited;
- Monthly checking of petty cash replenishment;
- Monthly reconciliations of receipt and deposit;
- Request and monitor office request for petty cash limits increase/decrease;
- Monitor and verify office request for petty cash limits increase/decrease;
- Monitor and verify office petty cash manual reconciliations;
- Implementation of PERSAL system in respect of Finance activities;
- Reconcile Persal and BAS salary related expenditure;
- Ensure safe-keeping of records;
- Supervision of staff performing financial duties;
- Manage payments of all S&T claims and advances;
- Ensure adherence to all applicable prescripts, procedures and regulations;
- Assist with budget formulation, monitoring and reporting.

**ENQUIRIES:** Ms S Ruthven ☎ (053) 807 2733

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: **Postal Address:** The Human Resources Management: High Court, The Office of the Chief Justice, Private Bag X5043, **KIMBERLEY**. Application can also be hand delivered to: Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, kimberley.

**CLOSING DATE:** **15 JULY 2016**

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

**We welcome applications from persons with disAbilities**

