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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/s are required to capacitate the Office:**

**REFERENCE : 2019/643/OCJ**

**POST : STATE ACCOUNTANT: FINANCE**

**CENTRE PROVINCIAL SERVICE CENTRE: MAHIKENG**

**LEVEL : 7**

**SALARY : R257 508.00 per annum. The successful candidate will be required to sign a performance agreement.**

**REQUIREMENTS:**

- A three (3) year National Diploma/Degree in Financial Management/Accounting, Commerce, Cost and Management Accounting, Public management or Business Administration.
- Three years' relevant experience in a Financial environment with specific focus in salaries, payroll (Persal, payment on vote account and budget).
- A valid driver's licence.
- Knowledge of Financial Management and Accounting.
- Knowledge of Public Finance Management Act(PFMA).
- National Treasury Regulations.
- Knowledge of financial and operational prescripts that governs the Department and public sector.
- Knowledge of transversal systems used in the Department e.g BAS and PERSAL
- Knowledge of budgeting of vote account.



## SKILLS AND COMPETENCIES

- Computer literacy.
- Excellent communication skills (verbal and written).
- Problem solving skills.
- Ability to work under pressure, individually and within a team
- Sound organising and planning skills.
- Customer orientation and leadership abilities.

## KEY PERFORMANCE AREAS

- Supervise the salaries and pay roll section.
- Supervise the vote accounts, payments and budget section..
- Maintain and keep salary returns, process salary deductions.
- Control budget in accordance with monthly Budget Reports.
- Ensure payments within 30 days, Control all financial Registers within payroll and vote account.
- Promote training to subordinates within the section.
- Advise on capturing of budget/shifting on BAS and JYP,
- Ensure correct project on the Budget, detect and deal with incorrect SCOA classifications.
- Reconciliations and clearance of suspense/Control Accounts.
- Handle irregular expenditure, ensure reconciliation of PAYE.
- Control over face value documents, control over expenditure on petty cash accounts
- Ensure complaints at all superior courts,
- Authorization of transactions on Persal and Bas ensure all processed documents are audit compliant.
- Request and analyse expenditure reports.
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- Monthly checking of petty cash.
- Implementation of PERSAL and assist in budget formulation.
- Monitor and maintain assets register in the province.
- Supervise and support the procurement and SCM processes in the province
- Support the facilitation of audits to be conducted by the Offices of the Auditor-General
- Internal Audit and all other investigating bodies.
- Analysis of audit comments.
- Collation and submission of reports.

**ENQUIRIES: Mr OPS Sebatso Tel No: (018)397 7114**



**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.

**CLOSING DATE:** 22 November 2019

**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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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 a competency assessment 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.

**We welcome applications from persons with disAbilities** 

