



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 : 2019/644/OCJ

POST : STATE ACCOUNTANT: FINANCE

CENTRE PROVINCIAL SERVICE CENTRE: CAPE TOWN

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 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

- Manage/maintain Policy and ensure the clearance of bank reconciliation exception accounts as well as the compilation of bank reconciliation and petty cash reconciliation.
- Maintain/Manage policy and ensure effective and efficient cash management of the department (PMG Account).
- Manage /maintain policy and ensure effective and efficient banking operations of the Department and petty cash administration.
- Manage/maintain policy and ensure effective and efficient processing of creditors and sundry payments on BAS.
- Maintain payments of Creditors within 30 days.
- Administer invoice tracking register and reconciliation of creditors accounts.
- Processing of foreign payments and journals.
- Follow up invoices with budget managers.
- Manage and ensure adjustments of allocations of the departments in relation to Expenditure/Revenue/Assets and liabilities are performed timely and monthly requisition of funds from treasury.
- Manage performance/team discipline/leave of section and frequent liaison with stakeholders.
- Responsible to administer and apply control measures.

ENQUIRIES: Ms M Baker Tel No: (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Adress: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town.

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 

