

SALARY : R486 459 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant Degree or equivalent tertiary qualification in Financial Management on NQF level 7. 3 years relevant supervisory experience in Financial Accounting / management at ASD level. Knowledge and understanding of the legal framework, inclusive of the PFMA and Treasury Regulations, policy coupled with the applicable norms and standards. Computer literacy, good communication and management skills.

DUTIES : Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc.) outside the payroll system. Oversee verification of information for payroll certification. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms CP Phanyane, Acting Director Finance – Tel No: 051 492 3716
CLOSING DATE : 17 April 2026

POST 11/159 : **PERSONAL ASSISTANT (REF NO: PWI 26/08)**
Office Of The Chief Financial Officer (CFO)

SALARY : R325 101.per annum (Level 07) (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate National Diploma or equivalent NQF Level 6 qualification augmented with administrative experience. Knowledge and practical application of Microsoft package i.e. word, excel, PowerPoint, etc. Proven ability to apply knowledge and skills. 2 years' experience in a secretarial or administrative related environment. Computer literacy. Secretarial qualification will serve as a strong recommendation.

DUTIES : Manage engagements of the CFO to improve service delivery. Implement administrative measures to ensure the efficient functioning of the Office of the Chief Financial Officer. Ensure an efficient flow of information and documents to and from the Office of the CFO. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. Deal with enquiries received, internally and externally to the relevant stakeholders. Keep record of documents, memoranda, etc., which are

dealt with by the CFO. Do certain research for the CFO. Ensure the safe-keeping of all the documentation in the Office of the Chief Financial Officer to be in line with the Archive Legislation. Handle travel arrangements for the Chief Financial Officer and assist with the CFO's personal matters to enable her to attend her duties. Set up and maintain systems in the Office of the CFO that will contribute towards improving efficiency in the office. Compile and monitor the budget for the Office to ensure the effective and efficient utilization of funds. Promote professional behavior and ethics in the Office of the CFO to enhance the image of the Public Service. Oversee the work of the subordinates of the Office of the Chief Financial officer to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.

ENQUIRIES

: Ms MS Tlali – Chief Financial Officer: Public Works and Infrastructure - (Tel No: 051 492 1746)

CLOSING DATE

: 17 April 2026