



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



## DEPARTMENT OF TREASURY

**Directions to applicants** Applications must be submitted on new Z.83 form (**Updated version that came into effect on 1 January 2021**), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (**a transcript of results must be attached or subjects should be mentioned in the CV**), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

### **APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. W van Zyl, Fidel Castro Building, Tel No: (051) 405 5266 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to [recruitment.fstresury@gmail.com](mailto:recruitment.fstresury@gmail.com) or [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za).

**CLOSING DATE:** 08 April 2022

**SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION**  
**REFERENCE NO: FSPT 005/22**

**SALARY:** Salary level 8 – A basic salary of R 321 543.00 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

A relevant qualification (NQF level 6 or higher) with a minimum of three (3) year relevant experience in basic accounting principles, debt collection, tax calculations, E-Filing/E@syFile, salary administration and clearing of accounts. Knowledge of BAS/Persal, relevant financial management legislation and directives, e.g. The Public Finance Management Act, Treasury Regulations and Tax Legislation. Computer literate in MS Word. Numeracy and literacy skills. Good verbal and written communication skills.

### **DUTIES:**

Monitor and coordinate the implementation and maintenance of financial management practices (BAS and PERSAL transactions) concerning financial management processes in the department, to contribute to the rendering of a professional financial administration services. Render a financial management advisory services to the department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other financial issues, to promote an effective financial management environment. Promote the successful implementation of departmental/public service policies as well as development of policies on matters related to financial management, to adhere to the relevant prescripts/legislations. Prepare and consolidate reports/reconciliations and in-depth complex reports of debt, PERSAL and BAS on financial management issues and statistics. Authorize and verify all documents and transactions on BAS and PERSAL according to delegations. Supervise the activities of the Financial/Senior Financial Administrative Clerks, to contribute to the rendering of a professional financial management service.

### **ENQUIRIES:**

Ms. C T Qwabe: 051 405 4606