

POST

ASSISTANT DIRECTOR: DEBT AND FRAUD REF: 280114/08

**SALARY
CENTRE**

R 337 998.00 per annum (Level 10)
Pretoria

REQUIREMENTS:

An appropriate B Degree/National Diploma or equivalent qualification. A minimum of three (3)-(5) five years hands- on experience in a financial administration environment. At least two years' supervisory experience. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Exposure to the fields of Debt & Fraud and Revenue Management. Competencies needed: Good financial management skills. Well developed planning and organising skills. Excellent problem solving skills. Good communication (written and verbal) skills. Good interpersonal skills. Leadership and management skills. A sound knowledge of the Public Service Financial Management prescripts, the Basic Accounting System (BAS) and Treasury Regulations. Computer literacy with good excel / spreadsheet and WORD skills. Attributes: Ability to work in a team environment. Ability to work under pressure.

DUTIES:

The management of the Debt & Fraud and Revenue Management functions: Authorization of Debt Take-Ons, Entity Maintenance both manually and on the BAS system; overseeing the sending of the monthly debtors' statements; supervising the clearance of the suspense accounts relating to the debt and revenue accounts; supervising the compilation of all the reconciliations relating to the debt and revenue accounts; supervising the correspondence between the State Attorney and the Department in respect of the files handed over to the State Attorney for recovery; supervising the process of Revenue Classification, Confirmation of Revenue Deposited and Revenue Reconciliation on a monthly basis; and managing and supervising the overall functions and activities of the Debt & Fraud and Revenue Management.

ENQUIRIES:

Ms F Makhafola 012 336 7742