

Are you smart? Professional? Efficient? Effective? Passionate about your work?

The Government Pensions Administration Agency (GPAA) is a government component which reports to the Minister of Finance and administers funds and schemes on behalf of the Government Employees Pension Fund (GEPF), the largest pension fund in Africa. It thus administers the pension affairs of approximately 1,7 million government employees and those of pensioners, spouses and dependants.

To meet the needs of our changing client base, the GPAA is modernising. In order for this modernisation to be effective, we are looking to bring bright and enthusiastic professionals from all disciplines of life, who are interested in contributing towards positive change, into our fold. If this is you, please apply for the posts detailed below:



MANAGER: BUDGET PLANNING AND REPORTING (Ref: M-BP&R/2015/09 -1P) FINANCE SECTION R569 538 to R670 890 per annum (all inclusive package) PRETORIA

One position of Manager: Budget Planning and Reporting is currently available at the Government Pensions Administration Agency. This position will be filled on a permanent basis.

THE JOB PURPOSE: To manage, provide and maintain budget services & systems control

KEY RESULT AREAS:

Manage medium and long term financial planning in line with the various budgeting processes

- Manage and co-ordinate the budget planning processes and maintain a performance budget monitoring system
- Oversee the compilation of budget estimates and monthly forecasts
- Oversee the development of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE)
- Ensure that the required budget inputs are received from managers and that inputs are consolidated for submission
- Provide advice and support to stakeholders and review the final draft budget inputs to submission to the relevant authorities
- Provide inputs and recommendations to the development of the strategic and annual performance plans including coordinating, analyzing and advising to ensure that the strategic and annual performance plans are aligned to the budget
- Ensure that budgets projections are correctly captured on the accounting system

Monitor, manage and report on Departmental Revenue and Expenditure

- Prepare reports for National Treasury and GEPF according to the requirements
- Prepare reports for Executive Management of the organization monthly quarterly, biannually and annually
- Prepare reports for the Executive Management of the organisation about all virement within the organization
- Prepare a presentation of budget and expenditure to the relevant stakeholders on monthly basis
- Monitor and evaluate progress against financial targets per the annual business plan and report variances to executive management
- Oversee and manage the budget monitoring process, including the production of monthly and quarterly financial and provide recommendations and advice to address significant variances

Provide general financial management support

- Ensure that the system of financial management and or internal control established for the Department is carried out within area of responsibility
- Provide an effective, efficient, economical and transparent use of financial and other resources within area of responsibility
- Establish effective and appropriate steps to prevent unauthorized expenditure, fruitless and wasteful expenditure and irregular expenditure
- Ensure compliance with the provision of the PFMA, Treasury regulations, Instructions and Guidelines relating to budgeting and reporting
- Manage the maintenance of the Financial Procedure Manual

Manage all resources of the Unit

- Set, agree and monitor performance of direct reports, check that it is aligned with planned targets
- Allocate work according to the individual workload, expertise and developmental needs of the individual
- Identify development and succession planning requirements
- Ensure employment equity compliance
- Monitor that outputs achieve business requirements
- Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures
- Motivate staff through the implementation of various reward mechanisms
- Facilitate departmental communication through appropriate structures and systems
- Manage the budget of the unit and monitor expenditure patterns as per the prescripts

REQUIREMENTS:

- B.Com / B.Compt degree with articles
- B. Com honors, CTA or CA will be an advantage
- A minimum of 8 years experience in Accounting environment of which at least three years should be in a management/leadership position
- Previous Management Accounting experience
- ACCPAC and Persal knowledge will be an advantage.

COMPETENCIES:

- Advanced financial, accounting and reporting skills.
- Understanding of business imperatives around financial management.
- Analytical.
- Attention to detail.
- Results orientated.
- Deadline driven.
- Decisive and objective judgment.
- Proven problem solving ability.
- Ability to prioritise urgent matters.
- Self motivated.
- Confidentiality.
- Continuous improvement and quality orientation.
- Good interpersonal relations.
- Excellent communication skills (written and verbal).

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Mapule Mahlangu (012 399 2639), Government Pensions Administration Agency, hand deliver to 34 Hamilton street, Arcadia, Pretoria.

Closing date: 02 October 2015 before 12h00 noon. No faxed/e-mailed or late application will be accepted.

Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gpaa.gov.za. (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Application that don't meet the above requirements will be deemed as regret.

The candidate must agree to the following: Signing of a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance, SA citizenship, qualifications, criminal and credit record can be done and if it is not positive, the candidate can be asked to leave the service of the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA