

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.



- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line E-mail to Recruitment.MMS1@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108
- CLOSING DATE** : 08 November 2024
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 39/28** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NSG 18/2024**
Job Purpose: To ensure the financial sustainability of the National School of Government through the provision of efficient management accounting.
- SALARY** : R1 216 824 per annum (Level 13), an inclusive remuneration package commencing
- CENTRE** : Pretoria
- REQUIREMENTS** : A tertiary qualification on NQF level 7 in Financial Management in the field of Business, Commerce, Management Studies, and Management Accounting. Experience: 5 years' experience in management accounting at a middle/senior managerial level. Knowledge: In-depth knowledge of and experience in management accounting, forecasting, statistical analysis and modelling. Practical knowledge revenue forecasting and cash flow, aligned with ETD offerings, operational costs, client base, market factors and geography. Experience in profitability analysis, break-even points, and identifying bottlenecks using constraint analysis to optimize cash flow and revenue. You will provide financial insights on product costing, advising on new designs and analyzing variances. The ideal candidate will have expertise in managing financial performance through standard costing, budget control, and financial ratio analysis, with a strong focus on cost reduction and capital expenditure evaluation. Good knowledge of using standard costing. Knowledge of BAS, SAGE, PASTEL and PERSAL system. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Public Finance Management Act, Municipal Finance Management Act). Theoretical and practical knowledge of best practice and cutting-edge management accounting. Sound knowledge of GRAP (Generally Recognised Accounting Practices), GAAP (Generally Accepted Accounting Practices) and zero-based basis of accounting, performance budgeting. Competencies: Financial management experience combined with good analytical and planning skills. Statistical analysis, forecasting and reporting. Advanced Computer skills in MS Office Suite, Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with finance trends. Ability to multi-task and organize, prioritize, and follow multiple

projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours when required. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Analyse and measure financial information using various tools, forecasting models and cost estimates database to provide interpretation for financial planning and decision making. Forecast revenue generation and cash flow, in line with ETD offerings, operational costs, client base, geography. Manage the NSG profitability and determine break-even points through analysis techniques. Identify bottlenecks through constraint analysis techniques and determine impact on cash flow and revenue-generating capacity. Advise in the design of new products by providing insights on the costs of new designs, comparing the cost to the target, and analysing variance. Manage the financial performance of the organisation by using standard costing, budgetary control, accounting ratios, cash and funds flow statements, cost reduction programmes and evaluating the capital expenditure. Manage the conceptualization, planning and development of departmental annual and multi-year budgets. Coordinate the budget planning, development, allocation and control in accordance with the Public Finance Management Act (PFMA), including MTEF, ENE and AENE. Manage and control the departmental expenditure based on expenditure forecasts, as well as aggregate spending that is aligned to the department's voted funds. Oversee the in-year budget maintenance and monitoring. Manage weekly bank and cash requisition of funds. Review and amend SCOA classifications where required. Undertake capital budgeting analysis and provide guidance on acquiring fixed assets and equipment. Develop and manage a collection strategy for the NSG on old and current debt. Prepare the Appropriation Statement for the NSG. Manage the maintenance, monitoring and reporting on the departmental budget. Develop and implement processes to prevent unauthorised expenditure and overspending of the voted funds. Manage the response to audit queries and ensure implementation of findings. Oversee the preparation and provision of monthly, quarterly and annual expenditure reports. Manage compilation of monthly debt account reconciliations and management reports, including management of debt cases. Manage irregular expenditure, fruitless and wasteful expenditure and thefts/ losses cases. Manage the development of new or review of existing management accounting policies and standard operating procedures and facilitate approval. Manage the review of management accounting systems, internal controls, tools, process flows and procedures. Monitor the implementation of policies and standard operating procedures. Facilitate and conduct periodic workshops with relevant internal and external stakeholders on approved policies, standard operating procedures and processes. Manage the compliance and adherence to approved policies, standard operating procedures and processes. Review tariffs and ETD performance. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the business unit, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and business unit requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017