

INTERNAL / EXTERNAL ADVERT

Post: Manager: Disbursements
Department: Finance
Reference: MNGRDB/RTIA/2026
Level: 12
Salary: R 1,101,468 per annum (CTC)
Term: Permanent

Minimum Educational Requirements: * National Diploma (NQF 6) in Accounting, Finance, or related qualification. A Degree (NQF 7) or Bachelor of Commerce Honours (NQF 8) in Financial accounting will be an added advantage.

Minimum Knowledge & Experience Requirements: *Minimum of 5–7 years' experience in financial management and reporting environment of which 3 must have been at the Supervisory level.* Experience within the public sector or state-owned entities.*Knowledge of PFMA, Treasury Regulations, GRAP, and other relevant legislation.*Knowledge of PFMA and National Treasury Regulations and Guidelines;*Knowledge of applicable legislation IFRS, GRAP, Taxation, Company Law;*Knowledge and experience in risk management, corporate governance, and financial procedures;*Awareness of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic will be advantageous.

Required Competencies: *3 years post articles experience will be added advantage. *A valid Code 8 driver's license. *Proven experience with report writing and technical requirement analysis. *Possess the skill to creatively solve problems and propose solutions with minimal direction.*Ability to communicate effectively with others; demonstrated collaborative skills.*Able to priorities work and multi-task in a fast paced setting, willing to take on new projects and be flexible.*Design reports for performance, data quality, and simplicity/maintainability, and articulate trade-offs as appropriate.

Duties: Achievement of work plans

*Develop policies, processes and standard operating procedures relating to own area of specialization.*Provide specialist input in the development of Operational Plans and Organizational Strategy.*Execute work plans and drive the evidence collection in real time.*Produce reports against the implementation of work plans.*Respond to audit findings with complete evidence, on time.*Implement documented data management practices.*Comply to policies and procedures in the unit.

Disbursement Management

*Develop and implement disbursement policies, procedures, and controls. *Oversee the accurate calculation and distribution of revenue to Issuing Authorities and other beneficiaries. *Ensure all disbursements are processed within prescribed legislative and contractual timeframes. *Review and approve disbursement schedules before payment processing.

Revenue Allocation and Reconciliation

*Ensure accurate allocation of traffic fine collections in accordance with approved allocation methodologies. Oversee daily, weekly, and monthly reconciliations between: *Bank accounts. *Payment gateway reports. *AARTO system. *General ledger. *Statutory receivables and liabilities. *Monitor and resolve unallocated receipts. *Investigate and resolve reconciliation discrepancies.

Financial Reporting

*Prepare monthly, quarterly, and annual reports on collections and disbursements. *Ensure accurate accounting for statutory liabilities. * Prepare journals and support schedules.*Support the preparation of Annual Financial Statements. *Provide input for management reports and Board reports financial reporting *Provide accounting and financial information and responses to risk, audit and other assurance providers. * *Finalization of year end processes.

Internal Controls and Risk Management

*Maintain effective internal controls over disbursement processes. *Ensure segregation of duties. *Review system-generated reports. *Monitor compliance with delegated authorities. *Ensure compliance with: PFMA. and Treasury Regulations.

Audit Management

*Prepare audit files and supporting documentation. *Respond to AGSA audit queries. *Resolve audit findings relating to collections and disbursements. *Implement agreed audit action plans. *Support Internal Audit reviews.

Stakeholder Management

*Liaise with: *Issuing Authorities. Municipalities. *Banks. *Payment gateway service providers. *Department of Transport. *Auditor-General South Africa. *National Treasury.

Risk Management

*Lead and supervise the Disbursement Unit. *Set performance objectives. *Coach and mentor staff.

*Identify training and development needs. *Promote a culture of accountability, continuous improvement, and ethical conduct.

Enquiries: Ms Allison Shingange – (087) 287 7993

Ms. Basetsana Motshoane – (011) 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: jmblw@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 03 August 2026