



Post: Budget Specialist
Reference: BS/RTIA/2018
Salary: Negotiable
Term: 12 Months Fixed Term Contract

Requirements: *National Diploma or B Degree in Accounting/Finance or equivalent qualification * Minimum of five (05) years' relevant experience relating to budget in both the public sector and private sector * Advanced understanding and knowledge of Medium Term Budget Framework, PFMA and Treasury Regulations * Proficiency in English * Driver's licence will be an added advantage.

Required competencies: * Computer literacy (Ms Word, Excel, PowerPoint, etc.) * Knowledge of relevant prescripts * Proficiency in the use of SAGE Evolution * MS Excel and accountancy practices * Interpersonal and communication skills.

Duties: **Support the optimisation of the section/unit;** * Day-to-day support to business Units * Ensure compliance with all policies and procedures in the Unit / Section * Systematize the achievement of deliverables against project plans * Demonstrate knowledge of the latest development within area of expertise * Taking ownership for own work, performance management and development * Introduce improvement opportunities within area of expertise in line with best practice to optimise performance * Engage in problem solving and continuous improvement to maximize out areas of output * **Facilitate the budget planning process;** * Support and advise management in the implementation of budget planning, monitoring and reporting mechanisms * Comply to the budget timetable and maintain budgeting system * Apply accounting principles to analyse past and present financial operations * Analyze records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses * Provide estimates of future revenues and expenditures to prepare budget * Document expected revenues and expenditures and submit to the Head Budget and Treasury * Develop and implement Compliance model * Provide support to business units relating to budget spending * Advise and facilitate movements of budget between budget Programme * Receive and consolidate budget estimate from all the business units from the Executive Management * Prepare budget development, tentative and

adopted budgets and budget revisions * Draft RTIA's budget in a format prescribed by National Treasury and divide into a capital and an operating budget * Compile realistic estimates of funding the annual budget consistent with the trends, current and past of actual funding received and collected * Analyze and interpret budget data to management when necessary * Administer the division of expenses into votes and review operational and financial proposal Divisional Heads * Summarise budget figures by consolidating individual Division's budgets * Determine and prepare year-end closing entries * **Financial Reporting;** * Compilation of statutory reports and completion of National Treasury templates * Compilation of monthly, quarterly and annual reports budget report * Implementation of RTIA's Financial Accounting System * **Achievement of work plans;** * Develop policies and Budget Standard Procedures * Provide specialist input in the development of Operational Plans and Organisational 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.

Enquiries: Mr C Matjie

Tel: 087 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.

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: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to Recruitment@rtia.co.za

Please note that applications 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. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites. For some positions candidates may be subjected to practical exercises to determine their suitability.

Closing Date: 12 March 2018 @ 16:30 pm



Post: Finance Administrator
Unit: Finance
Reference: FA/RTIA/2018
Salary: R 183 558.00 pa (Basic Salary)
Term: 12 Months Fixed Term Contract

Requirements: *National Diploma or Bachelor's Degree in Accounting or relevant finance qualification * Minimum of two (02) years relevant experience in creditors or bookkeeping experience * Working knowledge of accounts and general ledger structures * Valid driver's licence will be an added advantage.

Required competencies: Computer literacy (MS Word, Excel, PowerPoint, etc.) * Proficiency in the use of SAGE Evolution system or equivalent * Knowledge of accountancy practices * Good interpersonal and communication skills *

Duties: **Support the optimisation of the section/unit:** Comply to all policies and procedures in the Unit * Taking ownership for own work, performance management and development * Introduce improvement opportunities within area of expertise in line with best practice to optimise performance * Engage in problem solving and continuous improvement to maximize areas of output * **Day-to-day processing of invoice transactions:** * Maintain a register of all received invoices from third parties * Date stamp invoices received * Matching of invoices against signed source documents* Verifying that transactions comply with approved policies * Return invoices that do not comply with policies and procedures * Verify that invoices past due are accompanied by signed motivation * Capture all valid invoices on a daily basis * Liaise with supply chain unit and project users on supplier related activities on a daily basis * Ensure strict adherence to monthly creditor payment cycle dates * Prepare batches of invoices for data entry and sign-off * Maintain supplier sub-ledger (GL) within accounting system * Update supplier files and file numbers * Assist with preparation of audits in own area & any queries related * Assist with the preparation of project reports as and when required * Administer the record and filing system for own area and retrieval of documents * Prepare monthly creditor reconciliations timeously * Effective handling of creditor queries telephonically or by email * Attend to all queries arising from creditors reconciliations timeously* Prepare creditor remittance advice and submit for approval * Maintain a register of

all unrecorded invoices from suppliers or outstanding purchase orders on a monthly basis * Assist with the completion of credit application forms to other government departments or public entities * **Day-to-day issue of fleet cards:** Assist with the issue and return of fleet cards * Report incidents of non-compliance to management * Reconcile all petrol slips * Prepare monthly reconciliations of the fleet account.

Enquiries: Mr K Magongwa

Tel: 087 285 0500

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Post: Revenue Administrator
Unit: Revenue Management
Reference: RA/RTIA/2018
Salary: R 183 558.00 pa (Basic Salary)
Term: 12 Months Fixed Term Contract

Requirements: * National Diploma or B Degree in Finance/Revenue Management or relevant qualification * Minimum of two (02) years relevant experience in finance/revenue management administration support and related * Working knowledge of Public Finance Management Act (PFMA) and related legislation * Proficiency in English * Driver's licence will be an added advantage.

Required competencies: * Good communication and interpersonal skills * Customer service * Ability to plan and prioritise own work * Attention to detail * Team player * Quality orientated * Time management skills *

Duties: * **Revenue;** * Data capture, filling and processing of documents * Contact debtors and inform them of their debts * Billing * Allocation of deposit received * Payment reconciliations * Refunds * Attend to queries within the unit * **Administer and report on income to Specialist;** Update all payments after an Enforcement Order has been issued * Updating of all payments and discounts on the eNaTIS Contravention Register * Receive and respond to applications to pay penalty in instalments * **Record payments installments in the eNaTIS Contravention Register;** * Record payments installments in the eNaTIS Contravention Register * Monitor and control the monthly installments to be paid * **Implement the financial policy of AARTO and RTIA** * Sending statements and banking details to infringers * Daily banking * Daily verification of bank statement * Recording all postal orders received before taken to the bank * Follow up on outstanding infringements and send updated statements.

Enquiries: Mr K Magongwa

Tel: 087 285 0500

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Post: Trainee Auditor
Unit: Internal Audit
Reference: TA/RTIA/2018
Salary: R 183 558.00 pa (Basic Salary)
Term: 12 Months Fixed Term Contract

Requirements: * National Diploma or B Degree in Internal Audit or relevant qualification * Minimum of two (02) years relevant experience within internal audit and risk * Working knowledge of internal audit and related legislation * Proficiency in English * Driver's licence will be an added advantage.

Required competencies: * Teamwork * Systematic working ability * Pro-activeness * Integrity * Conscientious * Enquiring mind * Leadership * Commitment *

Duties: * Conduct preliminary survey through documented preliminary survey working papers * Draw samples for testing determined by supervisor * Execute the audit programmes * Compile standard working papers * Complete and reference working papers * Assist in all stages of the audit process as directed by the manager/senior, including making copies of documents, etc. * Inform the supervisor regularly of the progress on the audit * Observe protocols during the interviews with the client when required * Comply with RTIA administration requirements * Maintain accurate time records * Attend training courses as directed by RTIA management.

Enquiries: Mr K Magongwa

Tel: 087 285 0500

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