

**POST:** Section Commander: Bookkeeping and Cashflow Management (Colonel)

**LOCATION:** Financial Accounting, Head Office, Pretoria

**LEVEL OF REMUNERATION:** Band MMS, R850 983 per annum

**REFERENCES:** FMS 03/2022 (1 post)

### Post Requirements

- Applicants must display competency in the post-specific core functions of the post;
- Be in possession of a Senior Certificate (Grade 12);
- An applicable Diploma / Degree recorded on the National Learner Record Database on NQF level 6 or higher in Accounting / Public Finance and Accounting / Cost and Management Accounting / Internal Audit or other relevant field of study;
- Must have at least 4 years relevant experience in the field of the post, of which 3 years should be on supervisory level;
- Be (proficient) in at least two official languages, of which one must be English;
- Must be a South African citizen;
- Be in possession of at least a valid light motor vehicle driver's license;
- Must have no previous criminal / departmental convictions or cases pending;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Must not have tattoo/s which will be visible when wearing SAPS summer uniform.
- Computer literacy, interpersonal communication (verbal and written) and organizing skills, report writing skills;
- Relevant courses in the field of the post may be an advantage.

### Core Functions

- Compile and submit interim financial statements and annual financial statements;
- Manage Bookkeeping and Cash Flow processes;
- Manage and monitor daily bank reconciliation processes;
- Manage all month-end closure processes;
- Monitor ledger accounts;
- Provide accountability to transactions made in terms of payments;
- Manage revenue collection;
- Perform functions in relation to aid assistance received;
- Manage seizures and forfeits to the state;
- Manage and utilize all resources allocated to the Section in accordance with prescripts.

### General:

- \* Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- \* **The post particulars and reference number of the post must be correctly specified on the application form.**
- \* A comprehensive *Curriculum Vitae* must be submitted together with the application form.

- \* Uncertified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post must be attached on the application.
- \* The original documentation must be produced during the selection process upon request.
- \* Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will conduct reference checks.
- \* Appointments will be made in terms of the South African Police Service Act, 1995, as applicable to the post environment.
- \* Applicants to be appointed in terms of the South African Police Service, 1995 will be subjected to medical assessment by the medical practitioner as determined by SAPS prescripts.
- \* Applicants appointed in terms of the South African Police Service, 1995, will be expected to undergo a lateral entry training programme at a SAPS training institution, where applicable.
- \* Applications must be submitted timeously. Late applications will not be accepted or considered.
- \* **The closing date for applications is: 19 September 2022.**
- \* If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment.
- \* **Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.**  
**The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31<sup>st</sup> of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.**
- \* Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded.
- \* Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- \* The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**NATIONAL OFFICE:**

**Applications Must Be Posted To:**

Lt Colonel H De Lange  
Division: Financial Management Services  
Private Bag X94  
Pretoria  
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**Hand Delivered To:**

SAPS Head Office, Wachthuis  
231 Pretorius Street (Thibault Arcade)  
Pretoria

**Enquiries Can Be Directed To**

Lt Colonel H De Lange, Lt Col E Mpembe and PPO SG Mkhwanazi  
012 393 4425/2983/2279

**We welcome applications from persons with disAbilities**

