



## **INTERNAL AND EXTERNAL ADVERTISEMENT**

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

### **THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:**

#### **Budget Officer**

#### **Purpose of position**

To effectively coordinate the budget preparation process amongst the Units within GEP.

#### **Key Responsibilities:**

- Creates coordination among line managers and provides guidelines for all matters relating to budgets.
- Revises and amends budget manual as and when required.
- Advises Manager on all budget matters.
- Prepares budget programme and issues instructions to line managers for proper execution of respective budgets.
- Assists with the development of essential forms, schedules and reports necessary in the budget procedures.
- Guides line managers on preparation of budgets and informs of the impact of one budget on another during preparation of budgets.
- Engages line managers on proposed requirements for respective departments and Manager on overall budgets.
- Upon receipt of revised budget from Manager after Board approval, seeks approval from line managers on revised budgets.
- Provides appropriate segments of master budget to line managers.
- Collects actual cost data and compares it against budgeted figures prior to recording information on budget report.
- Maintains a close link between accounting records and budget.
- Assists Manager to review budget processes regularly and make improvements.
- Prepares reports in accordance with policies, procedures and legislation within allocated time frame.

#### **Minimum Requirements**

- Diploma in Accounting/ Cost Management Accounting/ Finance or relevant NQF level qualification
- 1-2 years' experience in management accounting
- A valid Code EB driver's licence

## **Competencies (Knowledge, Skills and Attitudes)**

- Analytical
- Planning
- Reporting Writing
- Accuracy
- Professionalism
- Deadline Driven

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: recruitment@gep.co.za, with subject being the position applied for, by no later than 10 May 2019** . Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful