



## 6. Financial Management - Blueprint



public works  
& infrastructure

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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**



# 6.1 FINANCIAL PLANNING/ BUDGETING AND MONITORING

6.1.1 MANAGE MASTER DATA	6.1.2 MANAGE GOAL SETTING	6.1.3 PLAN FINANCIAL BUDGET	6.1.4 DEVELOP FINANCIAL BUDGET	6.1.5 MONITOR FINANCIAL BUDGET	6.1.6 REFINE FINANCIAL BUDGET	6.1.7 (10.1.1) MANAGE INFORMATION
<div>6.1.1.1 MANAGE IT PROTOCOLS</div> <div><ul style="list-style-type: none"><li>Assess / Review User Requirements</li><li>Request User Access</li><li>Remove / Amend User Access</li><li>Update User Access</li></ul></div> <div>6.1.1.2 MANAGE BUDGET PROGRAMME STRUCTURE</div> <div><ul style="list-style-type: none"><li>Determine Budget Programme Structure</li><li>Amend Budget Programme Structure (If Required)</li><li>Approve Amendments to Budget Programme Structure</li></ul></div> <div>6.1.1.3 MANAGE REGULATORY CHANGES</div> <div><ul style="list-style-type: none"><li>Receive Regulatory Changes</li><li>Analyse Regulatory Changes</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul></div> <div>6.1.1.4 MANAGE NT CIRCULARS, INSTRUCTIONS &amp; POLICIES</div> <div><ul style="list-style-type: none"><li>Receive Guidelines/ Circulars and Policies from NT</li><li>Analyse Guidelines/ Circulars and Policies</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul></div>	<div>6.1.2.1 MANAGE STRATEGIC PLANNING</div> <div><ul style="list-style-type: none"><li>1.1.1 Manage Policy / Strategy / Norms &amp; Standard</li></ul></div> <div>6.1.2.2 MANAGE ANNUAL PERFORMANCE PLANNING</div> <div><ul style="list-style-type: none"><li>1.1.1 Manage Policy / Strategy / Norms &amp; Standard</li></ul></div>	<div>6.1.3.1 MANAGE BUDGET PLANNING</div> <div><ul style="list-style-type: none"><li>Receive and Review NT Requirements</li><li>Analyse and Advise Top Management on NT Requirements</li><li>Prepare and Communicate Budget Project Plan</li><li>Workshop Budget Compilation with Line Managers</li></ul></div> <div>6.1.3.2 MANAGE BUDGET MODEL PREPARATION</div> <div><ul style="list-style-type: none"><li>Obtain Budget Templates from NT</li><li>Prepare Budget Input Spreadsheets</li><li>Authorise Budget Input Spreadsheet/Template</li><li>Populate Template with Baseline Financial Expenditure Data</li></ul></div> <div>6.1.3.3 MANAGE INFRASTRUCTURE PLANNING</div> <div><ul style="list-style-type: none"><li>1.2.1 Manage Needs Analysis &amp; Demand Management</li><li>1.2.2 Manage Delivery Management Strategy</li></ul></div> <div>6.1.3.4 MANAGE OTHER BUDGET PLANS</div> <div><ul style="list-style-type: none"><li>Develop Procurement Management Plan</li><li>Develop Movable Asset Management Plan</li><li>Develop HR Plan</li><li>Develop IT Plan</li></ul></div>	<div>6.1.4.1 MANAGE BUDGET DATA INPUTS AND VALIDATION</div> <div><ul style="list-style-type: none"><li>Request Budget Inputs from Line Managers (Incl. Projects)</li><li>Conduct Budget Validation Meetings</li><li>Consolidate Validated Budget Inputs and Evaluate</li><li>Request Budget Re-Prioritisation (where Necessary)</li><li>Align Consolidated Lifecycle Management (LCM) Plan and Funding Requests with Budget</li><li>6.1.4.6 Manage Other Plans Alignment</li><li>Consolidate Database and Narratives</li></ul></div> <div>6.1.4.2 MANAGE BUDGET APPROVALS</div> <div><ul style="list-style-type: none"><li>Submit Consolidated Draft Budgets for Internal Approval</li><li>Coordinate and Respond to Budget Changes (where required)</li><li>Approve and Sign off Budgets</li></ul></div> <div>6.1.4.3 MANAGE BUDGET SUBMISSIONS</div> <div><ul style="list-style-type: none"><li>Submit Approved Budget to NT</li><li>Coordinate and Respond to NT Budget Inputs (where required)</li><li>6.1.4.2 Manage Budget Approvals (Where required)</li><li>Receive NT Approvals and Allocations</li></ul></div> <div>6.1.4.4 MANAGE APPROVED BUDGET ALLOCATION</div> <div><ul style="list-style-type: none"><li>Receive NT Budget Allocation Letter</li><li>Allocate, Capture and Verify Budget per Program and Classification</li><li>6.1.4.2 Manage Budget Approvals</li><li>Submit Final Captured Budget to NT</li><li>Send Internal Budget Allocation Letter and Reports to Responsibility/Units</li><li>Capture and Verify Budget per Responsibility/Unit</li></ul></div> <div>6.1.4.5 MANAGE INFRASTRUCTURE ASSET MANAGEMENT PLANS</div> <div><ul style="list-style-type: none"><li>1.2.2 Manage Delivery Management Strategy</li></ul></div> <div>6.1.4.6 MANAGE OTHER PLANS ALIGNMENT</div> <div><ul style="list-style-type: none"><li>Perform and Align Monthly Cash-Flow Forecasting</li><li>Align Procurement Plan</li><li>Align Movable Asset Plan</li><li>Align HR Plan</li><li>Align IT Plan</li></ul></div>	<div>6.1.5.1 MANAGE KEY PERFORMANCE INDICATORS</div> <div><ul style="list-style-type: none"><li>Develop / Formulate Performance Indicators</li><li>Obtain Report to Track Performance Against Indicators</li><li>Investigate and Follow Up Variances</li><li>Determine and Implement Corrective Actions</li></ul></div> <div>6.1.5.2 MANAGE BUDGET CONTROL</div> <div><ul style="list-style-type: none"><li>Obtain Cost Centre Actual vs Budget Reports</li><li>Investigate and Follow Up Variances</li><li>Determine and Implement Corrective Actions</li></ul></div> <div>6.1.5.3 MANAGE FORECASTING</div> <div><ul style="list-style-type: none"><li>Obtain Forecast Inputs from Expenditure and Revenue</li><li>Consolidate and Analyse Forecasts</li><li>Prepare Consolidated Cash Flow and Working Capital Forecast</li><li>Authorise and Submit to Treasury</li></ul></div> <div>6.1.5.4 MANAGE INTERNAL BUDGET REPORTING</div> <div><ul style="list-style-type: none"><li>Receive Request for Management Report</li><li>Assess Feasibility of Request and Availability of Information</li><li>Provide Report and Insight/Analysis (including Commentary) to Business</li></ul></div> <div>6.1.5.5 MANAGE EXCEPTION REPORT</div> <div><ul style="list-style-type: none"><li>Develop List of Exceptions to be Tracked / Monitored</li><li>Obtain/Extract a Report of Exceptions</li><li>Investigate and Follow up on All Exceptions</li><li>Determine and Implement Corrective Actions</li></ul></div> <div>6.1.5.6 MANAGE ANALYSIS AND BENCHMARKING</div> <div><ul style="list-style-type: none"><li>Identify Benchmarking Need</li><li>Assess Data Availability and Relevance</li><li>Collate Data Sources and Benchmark</li><li>Analyse Benchmark Results</li><li>Provide Insights and Recommendations</li></ul></div>	<div>6.1.6.1 MANAGE PLANNING ADJUSTMENTS</div> <div><ul style="list-style-type: none"><li>1.1.1 Manage Policy / Strategy / Norms &amp; Standard</li></ul></div> <div>6.1.6.2 MANAGE ADJUSTMENT BUDGET</div> <div><ul style="list-style-type: none"><li>6.1.3.1 Manage Budget Planning</li><li>6.1.3.2 Manage Budget Model Preparation</li><li>6.1.3.4 Manage Other Budget Plans (where applicable)</li><li>6.1.4.1 Manage Budget Data Input and Validation</li><li>6.1.4.2 Manage Budget Approval</li><li>6.1.4.4 Manage Approved Budget and Allocations</li><li>6.1.4.5 Manage Infrastructure Asset Management Plans</li></ul></div>	<div>10.1.1.1 MANAGE DOCUMENTS</div> <div><ul style="list-style-type: none"><li>Library Management System Processes across organization to be Provided</li></ul></div> <div>10.1.2.1 MANAGE BACK-UP</div> <div><ul style="list-style-type: none"><li>Back-up Management Processes across organization to be Provided</li></ul></div>

6.2 REVENUE AND DEBT MANAGEMENT

6.2.1 MANAGE MASTER DATA	6.2.2 PREPARE CLIENT INVOICE	6.2.3 MANAGE COLLECTIONS	6.2.4 MANAGE DEBTORS	6.2.5 MANAGE REPORTING	6.2.6 (10.1.1)MANAGE DEBT & REVENUE INFORMATION
<div>6.2.1.1 MANAGE IT PROTOCOLS</div> <ul style="list-style-type: none"><li>Assess User Access Requirements</li><li>Request User Access</li><li>Review and Update User Access</li><li>Remove User Access</li></ul>	<div>6.2.2.1 MANAGE ACCOMODATION CHARGES</div> <ul style="list-style-type: none"><li><b>3.5.3</b> <i>Manage Billing and User Chargeback</i></li><li>Calculate Client Accommodation Charges in line with Approved Client Revenue Tariffs and User Charges (Including Capital)</li><li>Prepare Itemised Client Bill/ Invoice</li><li>Update and Authorise Client Invoice/ Statement</li></ul>	<div>6.2.3.1 MANAGE RECEIPT ALLOCATION</div> <ul style="list-style-type: none"><li>Identify Client Payment/ Receipt</li><li><b>6.2.3.2</b> <i>Manage Remittances</i></li><li>Capture and Verify Matching of Receipts to Outstanding Invoices</li><li>Update and Authorise Client Account</li><li><b>6.2.3.3</b> <i>Manage Unallocated Receipts (where applicable)</i></li></ul>	<div>6.2.4.1 MANAGE FORECASTING</div> <ul style="list-style-type: none"><li>Obtain Revenue and Debt Reports</li><li>Analyse Revenue and Debt Trends</li><li>Prepare Cash-flow and Working Capital Forecast</li><li>Authorise and Submit</li></ul>	<div>6.2.5.1 MANAGE KEY PERFORMANCE INDICATORS</div> <ul style="list-style-type: none"><li>Develop/ Formulate Performance Indicators</li><li>Obtain Report to Track Performance against Indicators</li><li>Investigate and Follow Up Variances</li><li>Determine and Implement Corrective Actions</li></ul>	<div>10.1.1.1 MANAGE DOCUMENTS</div> <ul style="list-style-type: none"><li>Library Management System Processes across organization to be Provided</li></ul>
<div>6.2.1.2 MANAGE LETTING DATA</div> <ul style="list-style-type: none"><li><b>3.5.1</b> <i>Manage Property Allocation and Utilisation</i></li><li>Receive Letting Changes Details with Supporting Documents (New, Terminated/Expired, or Variations)</li><li>Capture and Verify Letting Details</li><li>Authorise and Update Letting Details &amp; Register</li></ul>	<div>6.2.2.2 MANAGE MUNICIPAL SERVICE CHARGES</div> <ul style="list-style-type: none"><li><b>6.3.2.1</b> <i>Manage Invoice Processing (Supplier)</i></li><li>Determine Client Recoverable Municipal Service Charges</li><li>Calculate Management Fees in line with Approved Client Revenue Tariffs and User Charges</li><li>Prepare Itemised Client Bill/ Invoice</li><li>Update and Authorize Client Invoice/ Statement</li></ul>	<div>6.2.3.2 MANAGE REMITTANCES</div> <ul style="list-style-type: none"><li><b>6.2.3.1</b> <i>Manage Receipt Allocation</i></li><li>Identify/ Request Client Remittance Advice</li><li>Reconcile Remittance Advice to Client Payment/ Receipt</li><li>Investigate and Follow up on Discrepancies (where applicable)</li><li>Obtain Final Updated Remittance and/ or Agreed Allocation</li></ul>	<div>6.2.4.2 MANAGE AGE ANALYSIS &amp; FOLLOW UP</div> <ul style="list-style-type: none"><li>Obtain Debtors/Client Age Analysis and GL Reports</li><li>Review Age Analysis for Long Outstanding Invoices and Balances</li><li>Investigate and Follow-up on Long Outstanding Invoices and Balances</li><li><b>6.2.4.9</b> <i>Manage Debtors with Credit Balances (where applicable)</i></li><li><b>6.2.4.4</b> <i>Manage Debt Impairment (where applicable)</i></li></ul>	<div>6.2.5.2 MANAGE INTERNAL REPORTING</div> <ul style="list-style-type: none"><li>Receive Request for Management Report from Business</li><li>Assess Feasibility of Request and Availability of Information</li><li>Provide Report and Insight/ Analysis (including Commentary) to Business</li></ul>	<div>10.1.2.1 MANAGE BACK-UP</div> <ul style="list-style-type: none"><li>Back-up Management Processes across organization to be Provided</li></ul>
<div>6.2.1.3 MANAGE CLIENT DATA</div> <ul style="list-style-type: none"><li>Receive Client Maintenance (Add User; Amend Info, etc.) Request with Supporting Documents</li><li>Capture and Verify Client Details</li><li>Authorise and Update Client Details</li></ul>	<div>6.2.2.3 MANAGE OTHER RECOVERIES</div> <ul style="list-style-type: none"><li><b>6.3.2.1</b> <i>Manage Invoice Processing (Supplier)</i></li><li>Determine Other Client Recoverable Charges</li><li>Prepare Itemised Client Bill/ Invoice</li><li>Authorise and Update Client Invoice/ Statement</li></ul>	<div>6.2.3.3 MANAGE UNALLOCATED RECEIPTS</div> <ul style="list-style-type: none"><li><b>6.2.3.1</b> <i>Manage Receipt Allocation</i></li><li>Record Receipts in Clearing/ Suspense Account</li><li><b>6.4.2.5</b> <i>Manage Suspense Accounts</i></li></ul>	<div>6.2.4.3 MANAGE DEBTORS RECONCILIATIONS</div> <ul style="list-style-type: none"><li>Obtain Debtors/ Client Ledger, Age Analysis and GL</li><li>Reconcile Debtors/ Client Ledger and Age Analysis to GL</li><li>Investigate and Follow up on Discrepancies</li><li>Perform Adjustments (where Necessary)</li><li>Update and Approve Reconciliation after Processing Adjustments</li></ul>	<div>6.2.5.3 MANAGE EXCEPTION REPORTING</div> <ul style="list-style-type: none"><li>Develop list of Exceptions to be Tracked/ Monitored</li><li>Obtain/ Extract a Report of Exceptions</li><li>Investigate and Follow up on all Exceptions</li><li>Determine and Implement Corrective Action</li></ul>	
<div>6.2.1.4 MANAGE PRESTIGE DATA</div> <ul style="list-style-type: none"><li>Receive Prestige Maintenance (Add/ Remove User; Amend Info, etc.) Request with Supporting Documents</li><li>Capture and Verify Prestige User/ Data Updates</li><li>Authorise and Update Prestige Details</li></ul>	<div>6.2.2.4 MANAGE PRESTIGE INVOICING</div> <ul style="list-style-type: none"><li><b>3.5.3</b> <i>Manage Billing and User Chargeback</i></li><li>Calculate Prestige Accommodation Charges in line with Approved Prestige Tariffs and User Charges</li><li>Prepare Itemised Client Bill/ Invoice</li><li>Update and Authorise Client Invoice/ Statement</li></ul>	<div>6.2.3.4 MANAGE ALLOCATION REVERSALS (MISALLOCATIONS)</div> <ul style="list-style-type: none"><li>Identify Misallocations for Reversal</li><li>Reverse Misallocation</li><li><b>6.2.3.1</b> <i>Manage Receipt Allocation</i></li><li>Authorise and Update Client Account</li></ul>	<div>6.2.4.4 MANAGE DEBT IMPAIRMENT</div> <ul style="list-style-type: none"><li><b>6.2.4.2</b> <i>Manage Age Analysis &amp; Follow Up</i></li><li>Perform and Submit Debt Impairment Assessment and Workings in line with GRAP</li><li>Review and Approve Debt Impairment Assessment Workings and Calculations</li><li><b>6.4.3.2</b> <i>Manage Adjusting Journals &amp; Reversals</i></li><li><b>6.2.4.5</b> <i>Manage Debt Hand-Over (where applicable)</i></li></ul>	<div>6.2.5.4 MANAGE ANALYSIS &amp; BENCHMARKING</div> <ul style="list-style-type: none"><li>Identify Benchmarking Needs</li><li>Assess Data Availability and Relevance</li><li>Collate Data Sources and Benchmark</li><li>Analyse Benchmark Results</li><li>Provide Insights and Recommendations</li></ul>	
<div>6.2.1.5 MANAGE CLIENT REVENUE TARIFFS &amp; USER CHARGES</div> <ul style="list-style-type: none"><li><b>1.1.2</b> <i>Portfolio Inventory and Performance Analysis</i></li><li>Review and Consider Market Research</li><li>Determine Proposed Tariffs &amp; User Charges</li><li>Assess Impact of Proposed Tariffs &amp; User Charges on Regulatory Framework &amp; User Departments</li><li>Approve Tariffs &amp; User Charges (Internal)</li><li>Obtain Approval for Tariffs &amp; User Charges from NT (where Applicable)</li><li>Upload Approved Tariffs and User Charges</li></ul>	<div>6.2.2.5 MANAGE AUGMENTATION INVOICE</div> <ul style="list-style-type: none"><li>Determine Augmentation Invoiceable Amount</li><li>Prepare Augmentation Invoice</li><li>Authorise and Update Client Invoice/ Statement</li></ul>	<div>6.2.3.5 MANAGE SUNDRY RECEIPTS</div> <ul style="list-style-type: none"><li>Identify Sundry Receipt from Bank Statement</li><li>Capture and Verify Matching of Sundry Receipts to Outstanding Sundry Invoices (where applicable)</li><li>Perform Adjustment/ Reversal (Where applicable)</li><li>Authorise and Update Sundry Debtor Account</li></ul>	<div>6.2.4.5 MANAGE DEBT HAND-OVER</div> <ul style="list-style-type: none"><li><b>6.2.4.4</b> <i>Manage Debt Impairment</i></li><li>Compile Listing of Clients to be Handed Over in line with Credit Control Policy, with Supporting Documents</li><li>Review and Approve Client Handover Listing</li><li>Submit Listing with Supporting Documents to Legal Services</li><li>Update Credit Bureau Listing</li><li><b>6.2.4.6</b> <i>Manage Debt Write Off (where applicable)</i></li></ul>		
<div>6.2.1.6 MANAGE PRESTIGE TARIFFS &amp; USER CHARGES</div> <ul style="list-style-type: none"><li>Receive Updated Ministerial Handbook</li><li>Update and Align Approved Prestige Tariffs &amp; User Charges in line with Ministerial Handbook</li><li>Authorise and Update Approved Prestige Tariffs and User Charges</li></ul>	<div>6.2.2.6 MANAGE SUNDRY INVOICES</div> <ul style="list-style-type: none"><li><b>6.3.2.1</b> <i>Manage Invoice Processing (Supplier)</i></li><li><b>3.2.1.2</b> <i>Manage Contract Administration (where Applicable)</i></li><li>Prepare Sundry Revenue Invoice with Supporting Documents</li><li>Update and Authorise Sundry Debtor Account</li></ul>		<div>6.2.4.6 MANAGE DEBT WRITE OFF</div> <ul style="list-style-type: none"><li><b>6.2.4.5</b> <i>Manage Debt Hand-Over</i></li><li>Compile and Submit Write-off Memorandum with Supporting Documents</li><li>Review and Approve Debt Write-off in line with Delegations, Credit Control Policy and NT Regulations</li><li>Capture and Verify Debt Write-off</li><li>Authorise and Update Client Account</li><li>Update Credit Bureau Listing</li></ul>		
<div>6.2.1.7 MANAGE AUGMENTATION SCHEDULE</div> <div>6.1.4.4 <i>Manage Approved Budget Allocation</i></div>	<div>6.2.2.7 MANAGE INTEREST CHARGES</div> <ul style="list-style-type: none"><li>Obtain Interest Rate to be Charged on Overdue Accounts in line with NT Regulations</li><li>Calculate Interest on Overdue Account using Approved Interest Rate and In line with Credit Control Policy</li><li>Update and Authorise Client Invoice/ Statement</li></ul>		<div>6.2.4.7 MANAGE CREDIT ADJUSTMENTS</div> <ul style="list-style-type: none"><li>Prepare Proposed Adjustment Based on Need Identified</li><li>Capture Proposed Adjustment Ensuring Correct Allocation</li><li>Approve and Update Adjustment on System</li><li><b>6.2.4.3</b> <i>Manage Debtors Reconciliations</i></li></ul>		
<div>6.2.1.8 MANAGE CREDIT PROVISION</div> <ul style="list-style-type: none"><li><b>3.3.1</b> <i>Manage Temporary Disposal</i></li><li>Receive Client Credit Request (Private Client) with Supporting Documents</li><li>Conduct Client Affordability, Credit Vetting and Background Checks</li><li>Recommend and Capture Credit Limit (where applicable)</li><li>Authorise and Update Credit Limit Approvals</li><li>Communicate Findings to the Requestor</li><li><b>3.3.1</b> <i>Manage Temporary Disposal</i></li></ul>	<div>6.2.2.8 MANAGE INVOICE &amp; STATEMENT DISTRIBUTION</div> <ul style="list-style-type: none"><li>Print Statements and Attach Supporting Invoices/ Documentation</li><li>Perform Reconciliation of Statements to be Distributed</li><li>Distribute Statements and Supporting Invoices/ Documentation</li><li>Perform Reconciliation of Statements Distributed</li></ul>		<div>6.2.4.8 MANAGE SUNDRY DEBTORS</div> <ul style="list-style-type: none"><li>Obtain Sundry Debtors Age Analysis and GL Reports</li><li>Perform Reconciliation Between Sundry Debtors Age Analysis and GL</li><li>Review Age Analysis for Long Outstanding Amounts and Sundry Debtors with Credit Balances</li><li>Investigate and Follow-up on Discrepancies</li><li><b>6.2.4.9</b> <i>Manage Debtors with Credit Balances (where applicable)</i></li></ul>		
<div>6.2.1.9 MANAGE REGULATORY CHANGES</div> <ul style="list-style-type: none"><li>Receive Regulatory Changes</li><li>Analyse Regulatory Changes</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul>			<div>6.2.4.9 MANAGE DEBTORS WITH CREDIT BALANCES</div> <ul style="list-style-type: none"><li>Obtain Report/ Listing of Debtors with Credit Balances</li><li>Investigate and Follow-up on Long-Outstanding Credit Balances</li><li>Initiate Refund/ Payment Process (where Applicable)</li><li><b>6.3.3.3</b> <i>Manage Sundry Payments</i></li><li>Provide Input into Financial Statements Compilation Process</li><li>Perform Adjustments &amp; Reversals (where Applicable)</li></ul>		
<div>6.2.1.10 MANAGE NT CIRCULARS, INSTRUCTIONS AND POLICIES</div> <ul style="list-style-type: none"><li>Receive Guidelines/ Circulars and Policies from NT</li><li>Analyse Guidelines/ Circulars and Policies</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul>			<div>6.2.4.10 MANAGE DEBTOR DISPUTES</div> <ul style="list-style-type: none"><li>Receive and Log Query or Dispute</li><li>Analyse and Action Query or Dispute</li><li>Conduct, Compile and Forward Query or Dispute Feedback</li><li>Forward Feedback to Requestor</li><li>Investigate and Follow up on Long Outstanding Queries or Disputes</li></ul>		



## 6.3 FINANCIAL EXPENDITURE AND LIABILITIES MANAGEMENT

6.3.1 MANAGE MASTER DATA	MANAGE ACQUISITIONS	RECEIVE GOODS AND/OR SERVICES	6.3.2 MANAGE SUPPLIER INVOICES	6.3.3 MANAGE PAYMENTS	6.3.4 MANAGE COMMITMENTS & LIABILITIES	6.3.5 MANAGE REPORTING	6.3.6 (10.1.1) MANAGE EXPENDITURE & LIABILITIES INFORMATION
<div>6.3.1.1 MANAGE IT PROTOCOLS</div> <ul style="list-style-type: none"><li>Assess User Access Requirements</li><li>Request User Access</li><li>Review and Update User Access</li><li>Remove User Access</li></ul> <div>6.3.1.2 MANAGE SUPPLIER DATA</div> <ul style="list-style-type: none"><li>Receive Supplier Maintenance Request with Supporting Documents</li><li>Confirm Supplier Details on CSD</li><li>Capture and Verify Supplier Details</li><li>Authorise and Update Supplier Details</li></ul> <div>6.3.1.3 MANAGE LEASE-IN DATA</div> <ul style="list-style-type: none"><li>Receive Lease-in Changes (New, Terminated/Expired, or Variations) with Supporting Documents</li><li>Capture and Verify Lease-in Details</li><li>Authorise and Update Lease-in Details &amp; Register</li></ul> <div>6.3.1.4 MANAGE OTHER CONTRACTS DATA</div> <ul style="list-style-type: none"><li>Receive Contract Data Changes (New, Terminated/Expired, or Variations) with Supporting Documents</li><li>Capture and Verify Contract Details</li><li>Authorise and Update Contracts Details &amp; Register</li></ul> <div>6.3.1.5 MANAGE REGULATORY CHANGES</div> <ul style="list-style-type: none"><li>Receive Regulatory Changes</li></ul> <div>6.3.1.6 MANAGE NT CIRCULARS, INSTRUCTIONS &amp; POLICIES</div> <ul style="list-style-type: none"><li>Receive Guidelines/ Circulars and Policies from NT</li><li>Analyse Guidelines/ Circulars and Policies</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul>	<div>ACQUIRE INFRASTRUCTURE</div> <p>Acquire Infrastructure in Accordance with 8.2 SCM Acquisitions Processes</p> <div>ACQUIRE GOODS AND/ OR SERVICES</div> <p>Acquire Goods and/ or Services in Accordance with 8.2 SCM Acquisitions Processes</p> <div>ACQUIRE LEASES</div> <p>Acquire Leases in Accordance with 8.2 SCM Acquisitions Processes</p> <div>ACQUIRE MOVABLE ASSETS</div> <p>Acquire Movable Asset in Accordance with 8.2 SCM Acquisitions processes</p> <div>AQUIRE MUNICIPAL SERVICES</div> <p>Acquire Municipal Services in Accordance with 3.5 Property and Contract Management processes</p>	<div>MANAGE GOODS RECEIVING</div> <p>Receive Goods in Accordance with 8.3 SCM Logistics Processes</p> <div>MANAGE DELIVERY OF SERVICES</div> <p>Manage Delivery of Services in Accordance with 8.3 SCM Logistics Processes and/or 4. Operations &amp; Maintenance Processes</p> <div>MANAGE CAPITAL (NUR) PROJECTS</div> <p>Manage Capital Projects in Accordance with 8.2 SCM Acquisitions and/or 5. New, Upgrades and Refurbishment Processes</p> <div>MANAGE LEASE-IN</div> <p>Manage Lease-in in Accordance with 3.5 Property and Contract Management Processes</p> <div>MANAGE MUNICIPAL SERVICES</div> <p>Manage Municipal Services in Accordance with 3.5 Property and Contract Management Processes</p> <div>MANAGE OUTSTANDING ORDERS</div> <p>Manage Outstanding Orders in Accordance with 8.3 SCM Logistics Processes</p>	<div>6.3.2.1 MANAGE SUPPLIER INVOICES</div> <ul style="list-style-type: none"><li>Receive Invoice from Supplier</li><li>Update Invoice Register</li><li>Verify and Validate Invoice</li><li>Coordinate Resolution of Queries (Where Necessary)</li></ul> <div>6.3.2.2 MANAGE DOCUMENT MATCHING</div> <ul style="list-style-type: none"><li>Match Invoice to Supporting Documents</li><li>Coordinate Resolution of Queries (Where Necessary)</li><li>Approve and Forward Invoice with Supporting Documents for Processing</li></ul> <div>6.3.2.3 MANAGE INVOICE VERIFICATION</div> <ul style="list-style-type: none"><li>Receive Approved Invoice</li><li>Check Invoice for Accuracy and Correctness</li><li>Check for Correct Supporting Documents</li></ul> <div>6.3.2.4 MANAGE INVOICE PROCESSING</div> <ul style="list-style-type: none"><li>Capture and Allocate Invoice onto the Financial System in line with GRAP Standards</li><li>Identify and Flag Recoverable Expenses</li><li>7.1.3 and/or 7.2.3 Update Asset Register (where applicable)</li><li>Authorise and Update Invoice on General Ledger and Creditors Ledger</li></ul>	<div>6.3.3.1 MANAGE PAYMENT REQUISITIONS</div> <ul style="list-style-type: none"><li>Prepare Payment Requisition and Remittance Advice</li><li>Verify and Validate Supporting Documentation</li><li>Authorise and Submit for Payment</li></ul> <div>6.3.3.2 MANAGE PAYMENT AUTHORISATION AND ALLOCATION</div> <ul style="list-style-type: none"><li>Receive Authorised Payment Requisition</li><li>Capture Payment Requisition on Payment System</li><li>Authorise and Release Payment on Payment System</li><li>Update and Allocate Payment on Financial System</li></ul> <div>6.3.3.3 MANAGE SUNDRY PAYMENTS</div> <ul style="list-style-type: none"><li>6.3.3.1 Manage Payment Requisitions Process</li><li>6.3.3.2 Manage Payment Authorisation and Allocation Process</li></ul> <div>6.3.3.4 MANAGE PAYMENT RECONCILIATIONS</div> <ul style="list-style-type: none"><li>Obtain Payment List</li><li>Reconcile Payment Listing to Payment Batch Information</li><li>Investigate and Follow up on Discrepancies</li><li>6.3.3.5 Manage Payment Recalls</li><li>6.3.3.6 Manage Payment Resubmissions</li></ul> <div>6.3.3.5 MANAGE PAYMENT RECALLS</div> <ul style="list-style-type: none"><li>Identify Duplicate and Incorrect Payments to be Recalled</li><li>Investigate and Follow up on Recalls</li><li>Initiate Recall Process with the Bank (Where Applicable)</li><li>Initiate Debt Recovery Process (Where Applicable)</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals</li></ul> <div>6.3.3.6 MANAGE PAYMENT RESUBMISSIONS</div> <ul style="list-style-type: none"><li>Identify Rejected/Unsuccessful Payments to be Resubmitted</li><li>Investigate and Follow up on Rejected/Unsuccessful Payments</li><li>6.3.1.2 Manage Supplier Data Process (where Applicable)</li><li>Implement Corrective Measures and Resubmit Payment</li></ul>	<div>6.3.4.1 MANAGE FORECASTING</div> <ul style="list-style-type: none"><li>Obtain Expenditure and Liabilities Repots</li><li>Analyse Expenditure Trends</li><li>Prepare Cash-flow and Working Capital Forecast</li><li>Authorise and Submit</li></ul> <div>6.3.4.2 MANAGE AGE ANALYSIS AND FOLLOW UP</div> <ul style="list-style-type: none"><li>Obtain Creditors Age Analysis and General Ledger (GL) Reports</li><li>Perform Reconciliation Between Creditors Age Analysis and GL</li><li>Review Age Analysis for Long Outstanding Invoices and Creditors with Debit Balances</li><li>6.3.4.7 Manage Creditors with Debit Balances</li><li>Investigate and Follow-up on Discrepancies</li></ul> <div>6.3.4.3 MANAGE SUPPLIER RECONCILIATIONS</div> <ul style="list-style-type: none"><li>Obtain Creditors Age Analysis and Supplier Statements</li><li>Reconcile Age Analysis to General Ledger and Supplier Statements</li><li>Investigate and Follow up on Discrepancies</li><li>Perform Adjustment/Reversals (where Applicable)</li><li>Update and Approve Reconciliation after Processing Adjustments</li></ul> <div>6.3.4.4 MANAGE COMMITMENTS, ACCRUALS, RETENTIONS, PROVISIONS AND CONTINGENCIES</div> <ul style="list-style-type: none"><li>Obtain Commitments, Accruals, Retentions, Provisions and Contingent Liabilities Lists/ Schedules/ Registers</li><li>Review and Analyse Lists/ Schedules/ Registers for Anomalies</li><li>Investigate and Follow-up on Prior Year and Long Outstanding Items</li><li>Provide Input into Financial Statements Compilation Process</li><li>Process Journal Entry to Record Accrual/Retention/Provision at Period End (Where necessary)</li></ul> <div>6.3.4.5 MANAGE SUNDRY CREDITORS</div> <ul style="list-style-type: none"><li>Obtain Sundry Creditors Age Analysis and GL Reports</li><li>Perform Reconciliation Between Sundry Creditors Age Analysis and GL</li><li>Review Age Analysis for Long Outstanding Amounts and Sundry Creditors with Debit Balances</li><li>Investigate and Follow-up on Discrepancies</li></ul> <div>6.3.4.6 MANAGE CREDIT ADJUSTMENTS</div> <ul style="list-style-type: none"><li>Prepare Proposed Adjustment Based on Need Identified</li><li>Capture Proposed Adjustment Ensuring Correct Allocation</li><li>Approve and Update Adjustment on System</li><li>Reconcile General Ledger to Age Analysis / Registers / Listings to General Ledger Post Adjustment</li></ul> <div>6.3.4.7 MANAGE CREDITORS WITH DEBIT BALANCES</div> <ul style="list-style-type: none"><li>Obtain Report/Listing of Creditors with Debit Balances</li><li>Investigate and Follow-up on Long-Outstanding Debit Balances</li><li>Initiate Debt Recovery Process (where Applicable)</li><li>Provide Input into Financial Statements Compilation Process</li><li>Process Journal Entry to Record Creditors with Debit Balance at Period End</li></ul> <div>6.3.4.8 MANAGE SUPPLIER DISPUTES</div> <ul style="list-style-type: none"><li>Receive and Log Query or Dispute</li><li>Analyse and Action Query or Dispute</li><li>Conduct, Compile and Forward Query or Dispute Feedback</li><li>Forward Feedback to Requestor</li><li>Investigate and Follow up on Long Outstanding Queries or Disputes</li></ul>	<div>6.3.5.1 MANAGE KEY PERFORMANCE INDICATORS</div> <ul style="list-style-type: none"><li>Develop / Formulate Performance Indicators</li><li>Obtain Report to Track Performance against Indicators</li><li>Investigate and Follow Up Variances</li><li>Determine and Implement Corrective Actions</li></ul> <div>6.3.5.2 MANAGE INTERNAL REPORTING</div> <ul style="list-style-type: none"><li>Receive Request for Management Report from Business</li><li>Assess Feasibility of Request and Availability of Information</li><li>Provide Report and Insight / Analysis (including Commentary) to Business</li></ul> <div>6.3.5.3 MANAGE EXCEPTION REPORTING</div> <ul style="list-style-type: none"><li>Develop list of Exceptions to be Tracked / Monitored</li><li>Obtain/Extract a Report of Exceptions</li><li>Investigate and Follow up on all Exceptions</li><li>Determine and Implement Corrective Action</li></ul> <div>6.3.5.4 MANAGE ANALYSIS &amp; BENCHMARKING</div> <ul style="list-style-type: none"><li>Identify Benchmarking Need</li><li>Assess Data Availability and Relevance</li><li>Collate Data Sources and Benchmark</li><li>Analyse Benchmark Results</li><li>Provide Insights and Recommendations</li></ul>	<div>10.1.1.1 MANAGE DOCUMENTS</div> <ul style="list-style-type: none"><li>Library Management System Processes across organization to be Provided</li></ul> <div>10.1.2.1 MANAGE BACK-UP</div> <ul style="list-style-type: none"><li>Back-up Management Processes across organization to be Provided</li></ul>



## 6.4 FINANCIAL ACCOUNTING AND REPORTING

6.4.1 MANAGE MASTER DATA	6.4.2 FINALISE PROCESSING	6.4.3 MANAGE CLOSE	6.4.4 MANAGE REPORTING (INTERNALLY)	6.4.5 MANAGE REPORTING (EXTERNALLY)	6.4.6 MANAGE AUDIT	6.4.7 (10) MANAGE ACCOUNTING & REPORTING INFORMATION
<div>6.4.1.1 MANAGE IT PROTOCOLS</div> <div><ul style="list-style-type: none"><li>Assess User Access Requirements</li><li>Request User Access</li><li>Review and Update User Access</li><li>Remove User Access</li></ul></div> <div>6.4.1.2 MANAGE STANDARD CHART OF ACCOUNTS</div> <div><ul style="list-style-type: none"><li>Receive Changes to Standard Chart of Accounts (SCOA)</li><li>Analyse Changes to SCOA</li><li>Determine Impact and Propose Alignment Changes to existing SCOA</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul></div> <div>6.4.1.3 MANAGE ACCOUNTING STANDARDS CHANGES</div> <div><ul style="list-style-type: none"><li>Obtain Changes to GRAP Accounting Standards</li><li>Analyse Changes to GRAP Accounting Standards</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul></div> <div>6.4.1.4 MANAGE REGULATORY CHANGES</div> <div><ul style="list-style-type: none"><li>Receive Regulatory Changes</li><li>Analyse Regulatory Changes</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul></div> <div>6.4.1.5 MANAGE NT CIRCULARS, INSTRUCTIONS &amp; POLICIES</div> <div><ul style="list-style-type: none"><li>Receive Guidelines/ Circulars and Policies from NT</li><li>Analyse Guidelines/ Circulars and Policies</li><li>Determine Impact and Propose Alignment Changes</li><li>Authorise and Update Changes to Processes/ Systems</li><li>Communicate Changes Across the Business</li></ul></div>	<div>6.4.2.1 MANAGE OPEN TRANSACTIONS</div> <div><ul style="list-style-type: none"><li>Obtain Listing of all Open / Pending Transactions</li><li>Investigate Open / Pending Transaction</li><li>Allocate and Close off Open / Pending Transactions</li><li>Authorise and Update General Ledger</li></ul></div> <div>6.4.2.2 MANAGE AUTOMATED TRANSACTIONS</div> <div><ul style="list-style-type: none"><li>Obtain Automated Transaction Listing</li><li>Review Automated Journal</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where necessary)</li><li>Authorise and Update General Ledger</li></ul></div> <div>6.4.2.3 MANAGE TRANSACTION ALLOCATION REVIEW</div> <div><ul style="list-style-type: none"><li>Obtain Trial Balance and General Ledger Printouts</li><li>Analyse and Review Trial Balance and General Ledger for Incorrect Allocations</li><li>Investigate, Obtain Reasons and Follow-up on Anomalies</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where Applicable)</li></ul></div> <div>6.4.2.4 MANAGE CUT-OFF</div> <div><ul style="list-style-type: none"><li>Obtain Transaction Listing for Immediate Post Cut off Period</li><li>Review Transactions for Correct Financial Period Allocation</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where necessary)</li></ul></div> <div>6.4.2.5 MANAGE SUSPENSE ACCOUNTS</div> <div><ul style="list-style-type: none"><li>Obtain Suspense Accounts Report /Listing/ GL Printout</li><li>Investigate and Follow up Suspense Account Items</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where necessary)</li></ul></div> <div>6.4.2.6 MANAGE PRIOR YEAR ERRORS</div> <div><ul style="list-style-type: none"><li>Identify Error Correction to be Processed in the Current Year</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals</li><li>Communicate Error Correction Journal to Head Office</li><li>Assess Need for Adjusting Prior Year/Opening Balances in Line with Materiality Framework</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where necessary)</li><li>Assess and Implement Disclosure Requirements</li></ul></div>	<div>6.4.3.1 MANAGE RECONCILIATIONS</div> <div><ul style="list-style-type: none"><li>Obtain Age Analysis / Registers / Listings and 3rd party statements</li><li>Reconcile Age Analysis / Registers / Listings and 3rd party statements to General Ledger</li><li>Investigate and Follow up on Discrepancies</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where Necessary)</li><li>Update and Approve Reconciliation after Processing Adjustments</li></ul></div> <div>6.4.3.2 MANAGE ADJUSTING JOURNALS &amp; REVERSALS</div> <div><ul style="list-style-type: none"><li>Prepare and/or Receive Request for Adjusting Journal/ Reversal with Supporting Documents</li><li>Review and Capture Proposed Journal Based on Need Identified, Ensuring Correct Allocation</li><li>Verify and Agree Proposed Journal to Supporting Documents</li><li>Approve and Update Journal on System</li><li>6.4.3.1 Manage Reconciliations</li></ul></div> <div>6.4.3.3 MANAGE POST ADJUSTMENT TRIAL BALANCE</div> <div><ul style="list-style-type: none"><li>Obtain Printout of GL and Post Adjustment Trial Balance</li><li>Review GL and Trial Balance for Reasonability</li><li>Investigate and Follow up on Discrepancies</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where Applicable)</li><li>Complete and Sign-off Period End Close Checklist (Incl. GRAP Compliance)</li></ul></div> <div>6.4.3.4 MANAGE PERIOD ROLL-FORWARD</div> <div><ul style="list-style-type: none"><li>Review Accounting Systems to Ensure no Open Transactions and all Journals are Updated</li><li>6.4.2.1 Manage Open Transactions (where applicable)</li><li>Review GL Reconciliations to Ensure Completeness</li><li>Request Additional Documents/Information for Period Close (where Necessary)</li><li>6.4.3.2 Manage adjusting Journals(where applicable)</li><li>Complete and Sign-off Period End Close Checklist (Incl. GRAP Compliance)</li><li>Review Period End Checklist to Ensure Completeness of Period End Processes</li><li>Close Current Financial Period on Accounting System</li><li>6.4.5.3 Manage Interim &amp; Annual Financial Statement</li><li>Open New Financial Period on Accounting System and Roll Forward Opening Balances</li><li>Reverse Accruals/ Provisions (where Necessary)</li></ul></div>	<div>6.4.4.1 MANAGE KEY PERFORMANCE INDICATORS</div> <div><ul style="list-style-type: none"><li>Develop / Formulate Performance Indicators</li><li>Obtain Report to Track Performance against Indicators</li><li>Investigate and Follow Up Variances</li><li>Determine and Implement Corrective Actions</li></ul></div> <div>6.4.4.2 MANAGE INTERNAL REPORTING</div> <div><ul style="list-style-type: none"><li>Receive Request for Management Report from Business</li><li>Assess Feasibility of Request and Availability of Information</li><li>Provide Report and Insight / Analysis (including Commentary) to Business</li></ul></div> <div>6.4.4.3 MANAGE EXCEPTION REPORTING</div> <div><ul style="list-style-type: none"><li>Develop list of Exceptions to be Tracked / Monitored</li><li>Obtain/Extract a Report of Exceptions</li><li>Investigate and Follow up on all Exceptions</li><li>Determine and Implement Corrective Action</li></ul></div> <div>6.4.4.4 MANAGE ANALYSIS &amp; BENCHMARKING</div> <div><ul style="list-style-type: none"><li>Identify Benchmarking Need</li><li>Assess Data Availability and Relevance</li><li>Collate Data Sources and Benchmark</li><li>Analyse Benchmark Results</li><li>Provide Insights and Recommendations</li></ul></div>	<div>6.4.5.1 MANAGE MONTHLY REPORTING</div> <div><ul style="list-style-type: none"><li>Identify Monthly Compliance Reporting Requirements</li><li>Request Reporting Inputs from Various Units</li><li>Evaluate and Consolidate Reporting Inputs</li><li>Compile Monthly Reports as per Policy/ Legislation / Regulations</li><li>6.4.5.7 Manage Report Approvals and Submissions</li></ul></div> <div>6.4.5.2 MANAGE QUARTERLY REPORTING</div> <div><ul style="list-style-type: none"><li>Identify Quarterly Compliance Reporting Requirements</li><li>Request Reporting Inputs from Various Units</li><li>Evaluate and Consolidate Reporting Inputs</li><li>Compile Quarterly Reports as per Policy/ Legislation / Regulations</li><li>6.4.5.7 Manage Report Approvals and Submissions</li></ul></div> <div>6.4.5.3 MANAGE INTERIM &amp; ANNUAL FINANCIAL STATEMENT</div> <div><ul style="list-style-type: none"><li>Determine Additional Information Requirements for IFS / AFS Compilation</li><li>Review Accounting Policies and Determine Required Changes</li><li>6.4.1.3 Manage Accounting Standards Changes</li><li>6.4.2.6 Manage prior year errors</li><li>Request Periodic Financial Statements Inputs from Various Units</li><li>Evaluate and Consolidate Periodic Financial Statements Inputs</li><li>6.4.3.4 Manage Period Roll-Forward</li><li>Compile Draft Financial Statements and Notes per GRAP and Legislation</li><li>Prepare Audit File to support Financial Statements and Notes</li><li>6.4.5.4 Manage Subsequent Events</li><li>6.4.5.7 Manage Report Approvals and Submissions</li></ul></div> <div>6.4.5.4 MANAGE SUBSEQUENT EVENTS</div> <div><ul style="list-style-type: none"><li>Identify Potential Post Financial Year End Subsequent Events</li><li>Obtain supporting documents or Additional Information and Assess / Analyse Nature of Subsequent Events</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where applicable)</li><li>Assess and implement Disclosure Requirements</li></ul></div> <div>6.4.5.5 MANAGE ANNUAL REPORT</div> <div><ul style="list-style-type: none"><li>Determine Additional Information Requirements for Annual Report Compilation</li><li>Collate and Provide Financial Inputs into Annual Report</li><li>Collate Performance and Non-Financial Inputs into Annual Report</li><li>Compile Annual Report per Treasury Regulations and Guidelines</li><li>Manage Report Approvals and Submissions</li><li>Print and Proofread End Term Report Prior Distribution</li></ul></div> <div>6.4.5.6 MANAGE END TERM REVIEW</div> <div><ul style="list-style-type: none"><li>Determine Additional Information Requirements for End Term Review Complication</li><li>Collate and Provide Financial Inputs into End Term Review</li><li>Collate Performance and non-financial Inputs into End Term Review</li><li>Compile End Term Review Report per Treasury Regulations and Guidelines</li><li>Manage Report Approvals and Submissions</li><li>Print and Proof-Read End Term Report Prior Distribution (where Applicable)</li></ul></div> <div>6.4.5.7 MANAGE REPORT APPROVALS AND SUBMISSIONS</div> <div><ul style="list-style-type: none"><li>Submit Final Draft Reports/ Financial Statements for Internal Approval</li><li>Coordinate and Respond to Report/Financial Statement Changes (where required)</li><li>Approve and Sign off Reports/ Financial Statements</li></ul></div>	<div>6.4.6.1 MANAGE PRIOR YEAR AUDIT FINDINGS</div> <div><ul style="list-style-type: none"><li>6.4.6.4 Manage Post Audit Intervention Plan</li><li>Gather Results (Info) of Various Interventions and Update Prior Year Post Audit Intervention Plan</li><li>Assess Need for Adjusting Prior Year/Opening Balances</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals (where necessary)</li><li>Assess and Implement Disclosure Requirements</li></ul></div> <div>6.4.6.2 MANAGE AUDIT SUPPORT</div> <div><ul style="list-style-type: none"><li>Co-ordinate and Respond to Requests For Information (RFIs)</li><li>Co-ordinate and Respond to Communication of Findings</li><li>Co-ordinate and Respond to Management Letter Points</li><li>Conduct Internal Reporting for Audit Support</li></ul></div> <div>6.4.6.3 MANAGE AUDIT ADJUSTMENT</div> <div><ul style="list-style-type: none"><li>Identify and Agree Audit Adjustments</li><li>6.4.3.2 Manage Adjusting Journals &amp; Reversals</li><li>Update Annual Financial Statements, Notes and Audit File</li><li>6.4.5.7 Manage Report Approvals and Submissions</li><li>6.4.3.4 Manage Period Roll-forward</li></ul></div> <div>6.4.6.4 MANAGE POST AUDIT INTERVENTION PLAN</div> <div><ul style="list-style-type: none"><li>Analyse Management Report &amp; Audit Findings and Determine Root Causes</li><li>Develop Post Audit Intervention Plan with Inputs from Various Units</li><li>Obtain Sign-off of the Finalised Post Audit Intervention Plan</li><li>Implement and Monitor Actions in line with Post Audit Intervention Plan</li></ul></div>	<div>10.1.1 MANAGE DOCUMENTS</div> <div><ul style="list-style-type: none"><li>Library Management System Processes across organization to be Provided</li></ul></div> <div>10.1.2 MANAGE BACK-UP</div> <div><ul style="list-style-type: none"><li>Back-up Management Processes across organization to be Provided</li></ul></div>



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