



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For **Centre: Kimberley (Lower Vaal Proto-CMA)**: please forward your applications quoting the relevant reference number to the Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. For attention: Mr S Nevhorwa (012) 392 1324.

CLOSING DATE:

05 AUGUST 2016.TIME: 16H00

POST

: **ACCOUNTING CLERK (2 POSTS) REF: 050816/21**

SALARY

: **R142 461 per annum (Level 5)**

CENTRE

: **Kimberley (Lower Vaal Proto-CMA)**

REQUIREMENTS

: Grade 12 certificate or equivalent. 1-2 years' experience in administration matter will be an added advantage.

DUTIES

: Implement salary payments (S & T Claims and allowances) and salary deductions (Garnishee, Maintenance order and telephone). Implement S&T advance transactions on BAS, SAP and PERSAL and the recovery thereof. Compiling and capturing of BAS and SAP journals. Recovery of Departmental debt. Amend and instate tax details, on PERSAL and distribution of IRP 5 certificates. Distribute pay slips ensure return of original signed payrolls to Head Office and the safekeeping of copies. Printing of telephone accounts, receiving duly completed accounts from employees and verification thereof and updating of excel spreadsheets. Update registers for transactions captured on PERSAL, SAP and BAS and the filling of all documents. Assist with the audit sampling.

ENQUIRIES:

Mr PS Nevhorwa Tel: (012) 392 1324