



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Polokwane Provincial Office please forward your applications quoting the relevant reference number to: Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4rth floor). For **attention:** Mr. MP Makgakga Tel no 015 290 1386

CLOSING DATE

: **24 JUNE 2016 at 16h00**

POST

: **SENIOR STATE ACCOUNTANT REF: 240616/28-**

Sub- Directorate: Finance and Supply Chain Management

CENTRE

: **Polokwane Provincial Office**

SALARY

: **R262 272 per annum (Level 8)**

REQUIREMENTS

: Degree/National Diploma in Financial Management. Three (3) to five

(5) years experience in financial matters. Knowledge and understanding of the financial legislation, policies, practices and procedures. Knowledge of BAS & Persal systems. Accountability, ethical conduct and communication skills. Computer literacy and a valid driver's license (attach copy)

DUTIES

: Maintaining controls to ensure the integrity of all data entered to PERSAL and safeguarding against the insertion of fictitious names on the payroll and any other irregular entries. Checking and validating payroll transactions. Managing the accounting activities associated with salaries such as payment of salaries, complying with the requirements of SARS taxation legislation, and the reconciliation of salary accounts. Distributing of income Tax certificates to all staff members within the region. Perform supplementary reconciliations. Attending to all matters relating to salary overpayments and the recovery of such money. Handle the suspense account and do follow-ups on outstanding debts.

ENQUIRIES

: Mr. TE Ramovha, Tel (015) 290 1201