



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre Pretoria , Umzimvubu:** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **ASSISTANT DIRECTOR: RECONCILIATION REF: 181116/51**
- SALARY** : R311 784.00 per annum (level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree in Financial Administration. Three (3) to five (5) years experience in financial administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), treasury Regulations and guidelines. Public Service Anti- Corruption strategy and anti- corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental policies financial systems. Principles and practice of financial accounting.
- DUTIES** : Verify and approve payment transactions. Maintain master file information. Manages liabilities and commitments within budget constraints. Consolidate General Ledger reconciliations. Prepare the Quarterly and Annual Financial statements.
- ENQUIRIES** : Mr G. Masango, Tel 012 336 8930