



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

### APPLICATIONS

**For Centre: Pretoria:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko

### CLOSING DATE:

**26 AUGUST 2016.TIME:16H00**

### POST:

**ASSISTANT DIRECTOR: ACCOUNTS PAYABLES (BAS PAYMENTS)**  
**FINANCIAL MANAGEMENT: Chief Directorate: Financial Accounting.**  
**REF: 190816/12**

### SALARY

: **R311 784 per annum (level 09)**

### CENTRE

: **Pretoria**

### REQUIREMENTS :

An appropriate recognized three year Bachelor Degree/ National diploma in Accounting, Financial Management or equivalent relevant qualification. Three (3) to five (5) years' experience in a Public Finance field. Thorough knowledge of financial accounting. Exposure in the fields of creditor's payments, and reconciliations will be an advantage. Good financial management skills. Planning and organizing skills, Problem solving skills. Good communication (written and verbal) skills. Candidate must have sound knowledge of the Basic Accounting System (BAS) and LOGIS integration system. Skills in Public Service Finance, numeracy, computer literacy and accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Innovative, ability to work independently without compromising teamresults

### DUTIES

: Ensure that all valid invoices received are correctly classified as per SCOA and paid within 30 days of receipts. Submit 30 days report to National Treasury on a monthly basis. Consolidate accruals and payables listing on a monthly basis. Ensure that all suspense accounts are cleared on a monthly basis. Provide inputs to the Interim and Annual Financial Statements. Attend to all internal and external audit queries. Ensure that all processed payments have supporting documents and filed properly for future reference. Ensure that all policies and procedures are adhered to. Reconcile all key accounts on a monthly basis. Supervising and managing of subordinates. Provide in house training to sub ordinates where necessary. Attend to all Accounts Payables queries.

### ENQUIRIES

: Mr.J L Grobler Tel, (012) 336 7535