



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

:

SENIOR STATE ACCOUNTANT: APPOINTMENTS AND DEDUCTIONS.
CD: Financial Accounting Ref: 260816/24

SALARY

:

R262 272.00 per annum (Level 8)

CENTRE

:

Pretoria

REQUIREMENTS:

Degree or National Diploma in Financial Management. One (1) to two (2) years experience in financial matters. Exposure in the fields of travel and subsistence claim and advance will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. MS office(Excel, Word and PowerPoint) Candidate must have sound knowledge of the Basic Accounting System (BAS) and PERSAL. 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 team results.

DUTIES

:

Administration of Travel and subsistence claim and advance. Clearing of Suspense Accounts, Ensure that all travel claims and advances received are processed timeously. Authorise travel claims and advances. Follows ups on all outstanding advances issued. Compile a report on a monthly basis on all uncleared advances issued. Ensure that all claims and advances processed are filed properly. Attend to internal and external audit queries. Attend to all queries related to travel claims. Assist with the compilation of inputs to the financial statements. Management and development of staff

ENQUIRIES

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Mr M Maimela Tel, (012) 336 7712