



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

: **CHIEF ACCOUNTING CLERK – EXPENDITURE (2 POSTS). Ref: 260816/28**

SALARY

: **R211 194 per annum (level 7)**

CENTRE

: **Pretoria**

REQUIREMENTS

: Grade 12 certificate or equivalent. Three (3) to five (5) years' experience in a Public Finance field. Exposure in the fields of payroll management 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

: The successful candidate will be expected to receive and authorise supplier's invoices for processing on the invoice tracking system. Ensure that all invoices received are authorised as per SCOA on the Basic Accounting System. Attend to suppliers enquiries. Communicate with internal and external clients.

ENQUIRIES

: Mr JL Grobler, tel (012) 336 7535