



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 – APPOINTMENTS AND DEDUCTIONS Ref: 260816/30**
- 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** : Ensure that all allowance and deductions are authorised timeously. Clearing of suspense account on a monthly basis. Ensure that all payroll certificates are distributed on a monthly basis. Compile monthly reports on non compliance. Authorise sundry payments and journals on BAS. Compilation of EMP 201 and EMP 501. Attend to internal and external audit queries. Attend to all queries related to payroll management. Assist with the compilation of inputs to the financial statements. Management and development of staff. **Kindly note that this post is targeted for people with disability.**
- ENQUIRIES** : Mr M Maimela, Tel, 012 336 7712