



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** : **ACCOUNTING CLERKS- ACCOUNTS PAYABLES (3 POSTS) CD:**
Financial Accounting Ref: 260816/32
- SALARY** : **R142 461 per annum (level 5)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. A minimum of 1 year experience in Financial Accounting working in document control or accounts payables will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail batch control, ensuring safeguarding and filing of financial batches in the safe, retrieving of financial documents for internal and external stakeholders and keeping a register for batches requested. Attend to suppliers enquiries. Communicate with internal and external clients.
- ENQUIRIES** : Ms K Serage Tel, 012 -336 8924