



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 CLERK-(BAS SUNDRY PAYMENTS), CD: Financial Accounting Ref: 260816/33.**
- SALARY** : **R142 461 per annum (level 5)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. One (1) year experience in Financial Accounting working in creditor's payments 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 receive and capture supplier's invoices for processing on the invoice tracking system. Ensure that all invoices received are captured 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