



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-(DEBT & REVENUE): CD: Financial Accounting**
Ref: 260816/35
- SALARY** : **R142 461 per annum (level 5)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification at NQF level 4. One (1) year experience in Financial Accounting working in Debt or Revenue will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), PERSAL, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.
- DUTIES** : The successful candidate will be expected to receive, compile and capture debt take-ons. Follow up debts, compile and capture journals, posting debtors statements, issue and replenish petty cash, compile petty cash recon, cash banking, Capture the receipts as per SCOA on the Basic Accounting System and filing. Attend to enquiries.
- ENQUIRIES** : Mr H Qaqane Tel, 012-336 8951