



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications must be forwarded to: the Directorate: Planning, Recruitment and Selection Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Streets, Pretoria. FOR ATTENTION: Ms C Mazibuko
- CLOSING DATE** : **21 April 2017 Time: 16H00**
- POST** : **SENIOR STATE ACCOUNTANT (WTE): 3 POSTS REF NO: 210417/04**
SUB-DIRECTORATE: SALARIES AND DEDUCTIONS 210417/04A
SUB-DIRECTORATE SALARIES AND RESIGNATIONS 210417/04B
SUB-DIRECTORATE RECONCILIATIONS 210417/04C
- SALARY** : R 262 272 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Financial Management. At least one (1) years experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge Treasury Regulations, PERSAL, Basic Accounting System (BAS) SAP system and Data Analysis. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge in Governmental financial systems. Knowledge of learning and technical procedures and techniques. Computer literacy (Word, Excel, PowerPoint). Framework for managing performance information.
- DUTIES** : Timely payment of salaries, exit benefits and allowances to employees and 3rd parties, payment of the travel and subsistence advances and claims. Salary Administration: maintenance of the third party files and the pension data file. Maintenance of the payroll cut off dates, payroll legislation updates. Execute the interface between SAP and PERSAL expenditure costs. Update of the PERSAL costs codes and maintain of the salary users access. Maintenance of entities on PERSAL / SAP - WTE for the department. Performance of the 3rd party, General Ledger and Compensation of employees costs. Clearing, reconciliations and monitoring of the payroll salary related suspense accounts, Audit report and inputs related to payroll. Management of staff. Reconciliation and submission of the SARS tax returns,
- ENQUIRIES** : Ms L Baloyi, Tel 012-336 8876