



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): 2 POSTS REF NO: 210417/05**
SUB-DIRECTORATE; EXPENDITURE 210417/05A
SUB-DIRECTORATE RECONCILIATIONS 210417/05B
- 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 as DORA and PFMA. Knowledge of 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** : Maintain the Trade and Sundry vendor register. Authorize the trade vendor payments. Perform the vendor reconciliations and the VAT reconciliation and submission to SARS. Monitoring and reporting of the 30 days payments of the suppliers. Reconciliations and monitoring of the Trade vendors advances payments. Monthly reporting of the trade payables and inputs of the AFS and the interim management.
- ENQUIRIES** : Mr G Masango, Tel 012 336 8930