



# 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** : **CHIEF ACCOUNTING CLERK (WTE): REF NO. 210417/11**  
SUB-DIRECTORATE: RESIGNATIONS
- SALARY** : R211 194 per annum, (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification. At least Three (3) years financial administration experience. Strong Accounting skills preferably in following: (accounts payable, salary administration and clearing of ledger accounts and suspense accounts), Working knowledge of the SAP and PERSAL System, Knowledge of PFMA, Treasury Regulations, and relevant public service financial prescripts. Proof of Computer literacy. Problem solving abilities, interpersonal and organizing skills. Good communication skills both verbal and written. Strong sense of responsibility, ability to work independently and in a team. A valid driver's license will be an added advantage.
- 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 and monitoring of the payroll salary related **suspense accounts, Audit report and inputs related to payroll.**
- ENQUIRIES** : Ms. L.K Baloyi, Tel 012-336 8876