



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Vaal Proto-CMA (Gauteng Provincial Office): Please forward your applications quoting the relevant reference number to the Acting Chief Executive Officer: Gauteng Provincial Office, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Ms G Skosana (012) 392 1312.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 230617/11
- SUB-DIRECTORATE** : MANAGEMENT ACCOUNTING
- SALARY** : R 334 545 per annum (Level 09)
- CENTRE** : Vaal Proto-CMA (Gauteng Provincial Office)
- REQUIREMENTS** : National Diploma or Degree in Financial Administration. Three (3) to (5) five years experience in financial administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Good interpretation of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge and understanding of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of Departmental policies and procedures and Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication, Accountability and ethical conduct.
- DUTIES** : Prepare of budget expenditure report as prescribe by National Treasury. Ensure that budget for Vaal Proto CMA is correctly allocated on Financial System (SAP). Preparation of budget request submission with management accounting. Reallocation of expenditure to the correct functional area. Identify over/under expenditure on Cost Centres and advice managers accordingly. Provide financial guidance to line function managers. Prepare presentation of budget and expenditure report. Render a support to managers and interact with sub directorates in respect of budget related matters. Handle audit queries and budget related matters. Attend the PMDS for personnel within the section. Provide a support to DD: Financial Management for any budget related matters.
- ENQUIRIES** : Ms. G.S. Skosana, Tel 012-392 1312.