



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## 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** : STATE ACCOUNTANT (X 3 POSTS): (WTE) REF NO: 230617/24
- SUB-DIRECTORATE** : MANAGEMENT ACCOUNTING
- SALARY** : R226 611 per annum, (Level 07)
- CENTRE** : Vaal Proto-CMA (Gauteng Provincial Offices)
- REQUIREMENTS** : National Diploma or Degree qualification in Financial Management. Zero (0) to one (1) year experience in the financial environment. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of SAP and BAS systems. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and diversity management. Good client orientation and customer Focus. Excellent communication skills. Accountability and ethical conduct.
- DUTIES** : Assist with the administration of entry maintenance on BAS and SAP. Assist with the control over the administration of accounts. Assist with the handling of audit queries. Ensure approval of payments. Inspection of financial documentation within Financial Management. Ensure unqualified audit report within the provincial office. Responsible for the administration of the financial operations within Financial Management unit. Monitor alignment of the budget with demand plans of the unit. Writing Reports for the Division and do presentations for meetings. Attend to Audit Queries. Facilitating and monitoring the Audit Action Plan. Taking minutes during financial management meetings. Filing of financial documents. Do enquiries on different financial management.
- ENQUIRIES** : Ms. G.M. Skosana, Tel 012-392 1312.