



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko
- CLOSING DATE** : **25 AUGUST 2017 TIME: 16H00**
- POST** : STATE ACCOUNTANT (X 2 POSTS) (WTE) REF NO: 250817/17
- SUB-DIRECTORATE** : BOOKKEEPING
- SUB-DIRECTORATE** : RECONCILIATION
- SALARY** : R 226 611 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree 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. Ability to follow a proactive and creative problem solving approach. People and diversity management. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure.
- DUTIES** : Verify processing of invoices. Approve and authorize transactions for payments, journals, allowances, deductions, and debts (disallowances) on the systems (SAP and PERSAL). Perform payroll management function. Clear suspense account and reconcile creditors accounts. Safe keep all financial records and face-value documents by maintaining efficient filing system. Supervision of staff.
- ENQUIRIES** : Ms. F. Moti, Tel 012 – 336 7948.