



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Kimberly Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. Persons with disabilities are encouraged to apply. For attention: Ms W Malope
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : ACCOUNTING CLERK (X 2 POSTS) REF NO: 280717/32
SUB-DIRECTORATE: MANAGEMENT ACCOUNTING
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Kimberley
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Good communication skills. A good understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations. Ability to work under pressure.
- DUTIES** : Check and Capture transactions on PERSAL. Check and capture Sundry Payments, Receipts, Journals and Budget on BAS. Monitor outstanding S&T advances and Update Registers. Be responsible for Payroll administration. Distribution of Salary and supplementary pay slips to officials. Assist with accruals and commitment. Be a document controller for the section. Responsible of Cashier's office. Rectify Misallocation. Compilation of accruals. Secretary for section's meeting.
- ENQUIRIES** : Ms C E Du Preez, Tel: 053-830 8800.