



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centres East London:** Cradock, King William's Town; Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle.
- CLOSING DATE** : **9 February 2018 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 090218/07
- SUB DIVISION** : FINANCIAL MANAGEMENT (WTE)
- SALARY** : R 334 545.00 per annum (level 9)
- CENTRE** : Eastern Cape Region: East London
- REQUIREMENTS** : A National Diploma or Degree in Financial Management. Three(3) to five(5) years experience in Financial Administration. Knowledge and understanding of Financial prescripts, Human Resource Management Legislation, policies, practices and procedures. Interpretation of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of the Public Service Anti-corruption Strategy and fraud prevention measures. Application of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practices of financial accounting. Framework of managing performance information. Exposure to business strategy and ensure transaction alignment. Problem solving and analysis skills. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. A valid driver's license (certified copy must be attached)
- DUTIES** : To manage the implementation of accounting systems, policies and financial administration so as to ensure sound financial matters within the department. Verify and approve payment transactions. Maintain master file information. Manage liabilities and commitments within budget constraints. Consolidate General Ledger reconciliations. Prepare Annual and quarterly Financial statements.
- ENQUIRES** : Ms B Kama, (043) 701 0376