



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** : SENIOR STATE ACCOUNTANT REF NO: 090218/12
- DIV** : FINANCIAL ACCOUNTING
- CENTRE** : Eastern Cape Region: King William's Town
- SALARY** : R 281 418.00 per annum (Level 8)
- REQUIREMENTS** : A National Diploma / Degree in Financial Management or relevant qualification. Two (2) to three(3) years experience in Financial Management. Knowledge of government financial systems (BAS/Logis). Knowledge of the PFMA, Treasury Regulations, DORA etc. Computer literacy is essential inclusive of Advanced MS excel skills. Experience in Accounts payable and receivable, including the review of aging accounts. Strong analytical and problem solving skills. Ability to clearly and firmly enforce departmental deadlines. Ability to perform scheduled tasks with minimal supervision. Interpersonal and organizing skills. Good mathematics and number expertise. Ability to work long hours and under pressure. Problem solving skills. Strong sense of responsibility and ability to work independently and in a team. A drivers licence will be an added advantage.
- DUTIES** : The incumbent will be reporting to Assistant Director Financial Accounting. Maintain complete and accurate records of the transactions initiated for the accounts. Compare source documents to the report to determine if expenditure is posted correctly. Ensure all transactions appearing on the reports are supported by the records and are accurate. Create and maintain excel spreadsheet and reports to track and balance monthly payments. Authorise payments and journals. Request reports on BAS. Send remittance advices to suppliers when payments are made. Reconcile all major accounts and supplier statements. Petty cash management, monthly reporting on payables/accruals (30 day payment and reconciliation). Manage sub-ordinates and operations to achieve planned outcomes.
- ENQUIRIES** : Ms Y Nogela Tel, (043) 604 5319