



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301
- FOR ATTENTION** : Mrs C. Du Plessis
- CLOSING DATE** : 14 December 2018 TIME: 16h00
- POST** : ACCOUNTING CLERK: PRODUCTION REF NO: 141218/31
- BRANCH** : Chief Operations Office  
SD: Management Accounting (Main Account)
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Kimberley
- REQUIREMENTS** : A Senior certificate with Accounting as a subject. Basic knowledge of Financial functions. Computer literacy. Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA, DoRA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, SAP etc. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.
- DUTIES** : Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Verify and capture Sundry Payments and journals on BAS. Monitor outstanding S&T advances and update register. Responsible for the telephone accounts and deductions. Assist with accruals and compilation of accruals. Rectify misallocations.
- ENQUIRIES** : Ms C Du Preez Tel No: (053) 8308 800