



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Gauteng Regional Office Please forward your application, quoting the post reference number, to the Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor, Pretoria.
For attention: Mr PS Nevhorwa
- CLOSING DATE** : 15 June 2018 TIME: 16h00
- POST** : SENIOR STATE ACCOUNTANT X 2 POSTS REF NO 150618/11
OPERATIONAL INTEGRATION GAUTENG, DIV: FINANCIAL ACCOUNTING (WTE)
- SALARY** : R281 418 per annum, (Level 8)
- CENTRE** : Gauteng Provincial Office: Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Financial Management. Two (2) to three (3) years experience in Financial Management inclusive of account payables, Salary Administration, and general Ledger. Working knowledge of the PFMA, Treasury Regulations and relevant Public Service Financial Prescripts, also working knowledge of SAP and Persal systems. Computer literate on Ms Office (Ms Word and Ms Access a necessity). The candidate should possess strong analytical and problem solving abilities and a strong sense of accountability. Ability to work independently and be a team player. Supervisory skills and experience would be an added advantage. A driver's licence. (Attach certified copy).
- DUTIES** : Ensure reconciliation of the major suppliers accounts of the Gauteng: Catchment Management Agency. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and Authorise transactions for payments, allowances, deductions, etc on the financial systems SAP and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are provided and audit queries are responded to. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervise and manage the performance of employees in accordance with the departmental policies.
- ENQUIRIES** : Ms G Skosana, Tel 012 392 1312.