



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Port Elizabeth: Please forward your application, quoting the post reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. **For Attention:** Mr S Madyungu
- CLOSING DATE** : 15 June 2018 TIME: 16h00
- POST** : ACCOUNTING CLERK : PRODUCTION REF NO 150618/16
- NWRI** : SOUTHERN OPERATIONS, DIV: FINANCIAL ACCOUNTING (WTE)
- SALARY** : R 152 862 per annum (Level 05)
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A National Senior certificate with Accounting as a subject. Basic knowledge of Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. 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, LOGIS 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. Conduct abnormal salary payments on SAP. Manage Payroll administration and all financial transactions. Process Vendor payments and assist with General Ledger. Distribute pay slips including supplementary pay slips to officials. Process vendor invoices and deal with enquiries relating to SAP Transactions and functions. Perform cashier duties when necessary. File all face value books and documents. Ensure that creditors are paid within 30 days.
- ENQUIRIES** : Ms P Erasmus, Tel: 041 508 9704