



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centre Pretoria:** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Mr M Banda
- : **Centres East London, Mthatha, 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** : **16 February 2018 TIME: 16H00**
- POST** : ACCOUNTING CLERK REF NO: 160218/07
- CHIEF DIRECTORATE** : FINANCIAL ACCOUNTING DIV: DEBT AND FRAUD (MAIN ACCOUNT)
- SALARY** : R 152 862.00 per annum (Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.
- DUTIES** : Creation of debts on Bas system. Completion and capturing of debt take-on forms on the BAS system following authorisation by supervisor. Issuing of correspondences to debtors informing them of debt and requesting settlement of debt. Handing debt files over to state attorney when recovery is not forthcoming. Recommending debt write-offs. Issue and replenish petty cash including daily petty cash reconciliation. Issue and capture receipts as per SCOA on the BAS system. Handle queries with regard to the above-mentioned queries.
- ENQUIRIES** : Mr Z.H. Qaqane (012) 336 8951