



**DEPARTMENT OF WATER AND SANITATION**

<b><u>APPLICATIONS</u></b>	:	<b>Centres East London, Mthatha, King William's Town;</b> 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.
<b><u>CLOSING DATE</u></b>	:	<b>16 February 2018 TIME: 16H00</b>
<b><u>POST</u></b>	:	ACCOUNTING CLERK REF NO: 160218/08
<b><u>DIV</u></b>	:	MANAGEMENT ACCOUNTING (MAIN ACCOUNT)
<b><u>SALARY</u></b>	:	R 152 862.00 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Eastern Cape Region: King William's Town
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Check and capture regional budget on Bas. Capture Sundry Payments, Receipts, and Journals. Monitor Budget expenditure and advise managers on their spending patterns. Assist in drawing expenditure reports, assist in analyzing and correct/rectify misallocations. Compile shifting template.
<b><u>ENQUIRIES</u></b>	:	Ms N Mzilikazi-Boya Tel, (043) 604 5318