



DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	16 February 2018 TIME: 16H00
<u>POST</u>	:	ACCOUNTING CLERK REF NO: 160218/09
<u>DIV</u>	:	FINANCIAL ACCOUNTING (MAIN ACCOUNT)
<u>SALARY</u>	:	R152 862.00 per annum (Level 5)
<u>CENTRE</u>	:	Eastern Cape Region: King William's Town
<u>REQUIREMENTS</u>	:	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. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.
<u>DUTIES</u>	:	Check and accurately capture transactions on PERSAL, Logis and BAS. Verify and record invoices on the payment monitoring tool. Receive invoices and update invoice register. Be responsible for reporting of payable/accruals, 30 day payments. Be a document controller for the section. Responsible of Cashier's office, petty cash duties. Assist in performing creditor's reconciliations.
<u>ENQUIRIES</u>	:	Ms Y Nogela Tel, (043) 604 5319