



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Eastern Cape (East London, King Williams Town): Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle.
- CLOSING DATE** : 17 August 2018 TIME: 16h00
- POST** : ACCOUNTING CLERK REVENUE MANAGEMENT REF NO: 170818/10
- BRANCH** : OPERATIONAL INTEGRATION EASTERN CAPE, DIV: REVENUE MANAGEMENT(WTE)
- SALARY** : R163 563 per annum (Level 5)
- CENTRE** : Eastern Cape Region: East London
- REQUIREMENTS** : A Senior Certificate preferably with Accounting as a passed subject. Good communication skills. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations (TR). Knowledge of SAP and WARMS systems will be added advantage. Valid driver's license. 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. One-year appropriate experience in Debt Management will be an added advantage.
- DUTIES** : Execute financial and administration activities regarding revenue administration functions. Check and accurately capture license fees and payments on SAP system. Analysing and correct/rectify misallocations of payments. Customer account maintenance, reconciliation of general ledger accounts. Resolve customer queries. Provide effective office services to the section.
- ENQUIRIES** : Ms Z Roto Tel, 043 701 0342