



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centres: Bellville, George and Worcester. Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
- CLOSING DATE** : 20 July 2018 TIME: 16h00
- POST** : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 200718/02
- BRANCH** : OPERATIONAL INTERGRATION: WESTERN CAPE
- SD** : FINANCIAL MANAGEMENT: WTE
- SALARY** : R 697 011 per annum (all inclusive package), (Level 11)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma or Degree in Financial Administration. Three (3) to five (5) years management experience in Public Financial Administration. Working experience on SAP and Persal. Knowledge and experience of Assets management, Supply Chain Management, Expenditure Management and Revenue Management. Practical knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and all applicable legislation, policies, practices and procedures. Practical knowledge and understanding of Public Service Anti-corruption Strategy and fraud prevention measures. Knowledge of affirmative action guidelines and laws. Knowledge and understanding of principles and practices pertinent to Financial Accounting. Practical knowledge and understanding of Standard Chart of Accounts (SCOA). Be computer literate and have sound knowledge of Microsoft Office. Ability to write reports and submissions. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication skills. A valid Driver's License is required (certified copy must be attached).
- DUTIES** : Manage accounts receivable and revenue collection. Manage payments - supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise steps to recover debt. Manage resources (human, financial, equipment/assets). Monitor and advise on budget and expenditure for the Directorate. Analysis of Trial Balance information (e.g. suspense accounts, loans accounts, asset accounts, identify problematic accounts). Analyse annual financial statements. Monitor policy implementation. Evaluate strategic plans. Evaluate business plans and budget. Provide professional expertise according to the financial requirements in Head Office and Regions. Provide annual and interim financial statements. Analysis of audit reports. Attend to management instructions and requests. Establish and maintain strong relationships with key stakeholders internally and externally. Build financial capacity, transfer of knowledge/skills and empower financial staff on policies, procedure guides and training i.e. formal and informal. Develop and implement a financial inspection plan to address high risk areas.
- ENQUIRIES** : Mr. MJ Murovhi, Tel 021 941 6237