



## 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** : SENIOR STATE ACCOUNTANT REF NO: 200718/05
- BRANCH** : OPERATIONAL INTERGRATION: WESTERN CAPE
- DIV** : FINANCIAL ACCOUNTING
- SALARY** : R 299 709 per annum, (Level 8)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma or Degree in Financial Management or relevant qualification. Two (2) to three (3) years' experience in Financial Management. Working experience on government financial systems (BAS, Logis and Persal). Knowledge of the PFMA, Treasury Regulations, DORA and HRM policies. Computer literacy is essential which is inclusive of Advanced MS Excel. Experience in accounts payable and receivable as well as the review of aging accounts. Strong analytical and problem solving skills. Supervisory skills. Ability to clearly and firmly enforce departmental deadlines. Ability to perform scheduled tasks with minimal supervision. Interpersonal and organizing skills. Good mathematical and number expertise. Ability to work long hours and under pressure. Problem solving skills. Strong sense of responsibility and ability to work independently and in a team. A valid driver's licence (certified copy must be attached).
- DUTIES** : Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll management, authorise BAS, LOGIS and PERSAL payments and journals. Monitoring of petty cash and Revenue (weekly and monthly). Supervise banking and cash management. Oversee safeguarding of state monies. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30 day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Supervision of team members.
- ENQUIRIES** : Ms S Kapela, Tel 021 941 6318