



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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** : ACCOUNTING CLERK REF NO: 200718/13
- BRANCH** : OPERATIONAL INTEGRATION: WESTERN CAPE
- DIV** : FINANCIAL ACCOUNTING (MAIN ACCOUNT)
- SALARY** : R 163 563 per annum (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Knowledge Management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Be computer literate. Accountability and ethical conduct.
- DUTIES** : Receive invoices and record on invoice register, check and capture transactions on Persal; Check and capture Sundry Payments, receipts, Journals on BAS. Request reports on Persal and BAS. Monitor outstanding Subsistence and Travel advances. Be responsible for cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of salary and supplementary payslips to officials, update registers, compile sundry payments for big creditors; assist with clearing and monthly reporting of suspense accounts. Ensure monthly statements for creditors are reconciled. Compile monthly reports.
- ENQUIRIES** : Ms S Kapela Tel, 021 941 6318