



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001
- CLOSING DATE** : 30 November 2018 TIME: 16h00
- POST** : SENIOR STATE ACCOUNTANT REF NO: 301118/09
- BRANCH** : OPERATIONAL INTEGRATION GAUTENG, DIV: FINANCIAL ACCOUNTING
- SALARY** : R299 709 per annum, (Level 08)
- CENTRE** : Gauteng
- REQUIREMENTS** : A National Diploma or Bachelor Degree or in Financial Management or related qualifications majoring in Financial Accounting 3. Two (2) to three (3) years' experience in financial management (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge Treasury Regulations, PERSAL, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge of administrative and clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (Ms Word, Excel, PowerPoint). Framework for managing performance information.
- DUTIES** : Ensure reconciliation of the major supplier accounts of the Gauteng Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorise transactions for payments, allowances, deductions etc on the financial systems BAS/ Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.
- ENQUIRIES** : Ms N Bonkolo, Tel 012 392 1335