



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Regional Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)
- CLOSING DATE** : 7 September 2018 TIME: 16h00
- POST** : STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 070918/10
OPERATIONAL INTEGRATION KZN, DIV: FINANCIAL ACCOUNTING (WTE)
- CENTRE** : Durban
- SALARY** : R242 475 per annum (Level 7)
- REQUIREMENTS** : A National Diploma or Degree in Financial Management. At least one (1) year experience in the Financial Accounting. Problem Solving and analytical skills. Client orientation and customer focus. Good communication skills both verbal and written. Computer literacy. In depth knowledge and understanding of Public Finance Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of SAP and Persal System.
- DUTIES** : Compiling, checking and counter-signing of payments documentation. Processing and reconciliation of sundry creditor transactions. Preparation of reconciliation of creditors on a monthly basis. Checking and processing of subsistence and travel claims on Persal. Handling of payments and subsistence and travel queries. Monitoring the processing of creditors, sundry. Preparing journals on misallocated codes. Perform supplier reconciliation, creditor and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Processing payments on SAP. Monitoring of documents center and filing. Compile and submit accrual reports. Attend to audit queries.
- ENQUIRIES** : Mr MI Ndlovu, 031 336 2768