



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Western Cape (Bellville / Clanwilliam): 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** : 7 September 2018 TIME: 16h00
- POST** : ACCOUNTING CLERK REF NO: 070918/18  
OPERATIONAL INTEGRATION: WESTERN CAPE, SD: FINANCIAL MANAGEMENT (WTE)
- SALARY** : R163 563 per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior certificate with Accounting as a passed subject. Computer literacy (MS Office) skills. Knowledge of SAP. Knowledge and understanding of PFMA, Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.
- DUTIES** : Attending to telephonic customer queries. Printing of invoices and statements as requested by clients. Assist in cashier functions and walk-in clients with queries. Conduct customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Assist in reminding clients of their outstanding amounts.
- ENQUIRIES** : Ms D Mntungwa, Tel: 021 941 6042