



## DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor. For attention: The Manager (Human Resources)
- CLOSING DATE** : **06 December 2019 TIME: 16:00**
- POST** : SENIOR STATE ACCOUNTANT REF NO. 061219/13
- BRANCH** : CHIEF OPERATIONS OFFICE KZN
- SALARY** : R 316 791 per annum, (Level 08)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Bachelor Degree 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 as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in 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 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 authorize 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** : Mr. MI Ndlovu, Tel No: 031 336 2768