



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### 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 or e-mailed 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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** : East London: Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the No. 2 Hargreaves Avenue, King William's Town 5600. For attention: Ms T Solwandle 043 604 5476

**CLOSING DATE** : **07 June 2019 TIME: 16h00**

**POST** : SENIOR STATE ACCOUNTANT REF NO 070619/07

**BRANCH** : East London

**SALARY** : R 316 791 per annum, (Level 8)

**CENTRE** : East London

**REQUIREMENTS** : A National Diploma or Degree in Financial Management with Accounting as a subject. Two (2) to Three (3) year's relevant financial experience. A valid driver's license(Certified copy must attached).Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on the SAP system. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills.

**DUTIES** : Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state fund. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirement. Assist in compilation of Medium Term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE). Responsible for budget capturing on SAP, perform budget control such as cash flow, IYM and provide inputs in the Regional Business Plan. Manage adjustments for the budget process. Prevent misallocation and misclassification of expenditure. Financially responsible for all earmarked

funding including compiling cashflow, accruals and commitments. Supervise and evaluate personnel.

**ENQUIRIES**

: MsAB Ngcebetsa, Tel: 043 7010376