



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### **DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Eastern Cape (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 2 Hargreaves Avenue, King William's Town 5600. For attention: Ms T Solwandle 043 604 5476.
- ENQUIRIES** : Ms AB Ngcebetssha, Tel: 043 701 0376.
- BRANCH** : CHIEF OPERATIONS OFFICE EASTERN CAPE
- CLOSING DATE** : 22 March 2019 TIME: 16h00
- POST** : ACCOUNTING CLERK REF NO 220319/12 (This is a re-advertisement, applicants who have previously applied need not to re-apply)
- SALARY** : 163 563 per annum, (Level 05)
- CENTRE** : East London
- REQUIREMENTS** : A Grade 12 (Standard 10). One (1) – (2) years' experience in financial administration environment. Knowledge of administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of PERSAL. Basic Financial management and knowledge of PFMA. Basic knowledge Management. Problem solving. Client Orientation and Customer Focus .Communication Accountability and Ethical Conduct.
- DUTIES** : Receive invoices and record on invoice register. Check and capture transactions on Persal and SAP. Check and capture Sundry Payments. Prepare journals when necessary. Request reports on Persal and SAP. Be responsible for cashier's functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Responsible for Payroll administration. Distribution of salary and supplementary payslips to officials. Update registers. Compile Sundry payments. Assist with clearing and monthly reporting of suspense accounts. Ensure monthly statement for creditors are reconciled. Compile monthly reports.