



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 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** : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms. LI Mabile
- CLOSING DATE** : **07 February 2020, TIME: 16:00**
- POST** : SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: 070220/11
- BRANCH** : FINANCE WTE DIV FINANCIAL ACCOUNTING
- SALARY** : R 316 791 per annum (Level 08)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma or Degree in Financial Management, Financial Accounting or Cost and Management Accounting. Three (3) years relevant experience in debt management, two(2) years of which should be at state accountant level. Knowledge of PERSAL and SAP. Ability to implement and exercise control to ensure sound financial management. Understanding of PFMA, Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors (GRAP and IPSAS), relevant Government regulations and other relevant policies. Sound knowledge of treasury regulations and GRAP in relation to staff debt management. Ability to follow a proactive and creative problem solving approach. Computer literacy. Client Orientation and Customer focus. Strong leadership skills. Problem solving and analysis. Ability to work under pressure. Practical knowledge of accrual accounting.
- DUTIES** : Supervise collection of revenue, Administer debt files and ensure recovery of debts. Capture the revenue receipts in SAP and Persal. Prepare debt collection report monthly. Assist the Assistant Director in administering the staff deductions, payment allocation, Persal reports and departmental debts at large, etc. Ensure the payments in terms of the deductions and agreements are timely allocated to their respective debtors accounts on SAP. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on emanating from terminations, resignations, employee bursaries, theft or loss and erroneous payments. Ensure the timely allocation of payments made by debtors and deductions from Persal deductions. Follow-ups on long outstanding debts and prepare submission for debt write-offs as per departmental policy and Treasury regulations. Ensure that all debts related control and suspense accounts are reconciled and cleared at all times. Prepare monthly and year end procedures relating to debt management. Supervise other Staff members within debt management section.
- ENQUIRIES** : Mr T Toka, Tel: 012 336 8378