



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 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). "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** : 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** : **14 February 2020, TIME: 16:00**
- POST** : SENIOR STATE ACCOUNTANT REF NO: 140220/06
- BRANCH** : FINANCE MAIN ACCOUNT (MANAGEMENT ACCOUNTING)
- SALARY** : R 316 791 per annum (Level 08)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma or Degree in Financial Accounting/Financial Management/Management Accounting. Two (2) to three (3) years' experience in financial management (Budgeting and expenditure management), monitoring and reporting (IYM), DoRA and general ledger). Working knowledge of financial management related legislation i.e. Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and DoRA. Knowledge and experience in administrative and clerical procedures and systems. Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Basic knowledge of financial management. Sound understanding of accounting principles (GRAP Standards). Advanced computer literacy (MS Office: Excel and Word). Ability to analyse information and work with figures (Data Analysis). Knowledge of Budget process in Government. Knowledge of in-year monitoring (IYM). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc) and budgeting process.
- DUTIES** : Assisting the Assistant Director in populating credible and reliable inputs into monthly and quarterly Interim Financial Statements (IFS) and Annual Financial Statements (AFS) i.r.o Final Appropriation Statement, Notes to the Appropriation Statement and relevant Annexures as prescribed by departmental internal circular and National Treasury Instruction Note. Check, analyse and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Compile monthly expenditure projections, in particular experience with the IYM tool. Assist the Assistant

Director with the preparation of the early warning report as prescribed by National Treasury. Apply management accounting techniques to analyse, project and report on expenses. Verify and capture journals on BAS. Assist in drawing BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/ grants for the entire Department. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental Standard Chart of Account (SCOA). Detect and correct incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

ENQUIRIES

:

Mr ML Mukwevho, Tel: 012 336 8720