

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 9 July 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format). The attachment/s, may not exceeding 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: SENIOR STATE ACCOUNTANT REF NO:090721/08

BRANCH: FINANCE MAIN (MANAGEMENT ACCOUNTING) DIV: EXPENDITURE CONTROL AND MONITORING

SALARY: R316 791 PER ANNUM (LEVEL 8)

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 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: Assist 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

APPLICATIONS: Head Office (Pretoria): Please email your application quoting the relevant reference number to recruitment@dws.gov.za For Attention: Ms. L Mabile

