

**POST**

**ASSISTANT DIRECTOR - FINANCE REF:040414/27**

**SALARY  
CENTRE**

**R 252,144 per annum (Level 9)  
Port Elizabeth**

**REQUIREMENTS**

An appropriate, recognized three year degree or National Diploma In Commercial Economics, with relevant experience of three (3) – five (5) years. Knowledge of Treasury and Financial Regulations, the Public Finance Management Act, the compilation of budgets and budget control. Knowledge of cash and accrual accounting. Good Managerial skills. Good written and verbal communication. A valid driver's license (to be attached). Advance computer literacy.

**DUTIES:**

Manage and control functions of the financial Management Division management of accounting and financial accounting). Compile and control the MTEF budgets for the Directorate. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Understand internal financial inspections and audits regarding financial budgetary systems. Manage the monthly expenditure and cash flow statements of various programmes. Manage the allocation of the budget vote. Receive and process audit queries and implement corrective measures. Prepare regular and management reports. Ensure the correct and timeous payment of suppliers. Manage and control subordinates

**ENQUIRIES**

Ms PL Gasa-Lubelwana, Tel: (043) 722 7898

**APPLICATIONS**

Please forward your application quoting the reference number to: Department of Water Affairs, Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town

**FOR ATTENTION**

Mr. C Gqomfa