

POST:
CENTRE:
SALARY:

DEPUTY DIRECTOR: GENERAL LEDGER Ref: 210214/10
Regional Office: Pretoria
R 495 603 per annum (Level 11)

REQUIREMENTS:

A national diploma or degree in Finance related field plus a minimum of Three (3) to five (5) years relevant experience in Financial accounting. Knowledge, experience, interpretation and application of the accrual accounting and the transversal systems, the ERP system knowledge as an added advantage. Ability to implement and exercise control to ensure sound financial management. Understanding of PFMA, Treasury regulations and policies including GRAP. Ability to follow a proactive and creative problem solving approach. Computer literacy. Diversity management. Strong leadership skills. Ability to work under pressure.

DUTIES:

The incumbent will be responsible for the Expenditure Management. Approve and authorize transactions relating to the expenditure management. Ensure the adequate procedure that all the General Ledger reconciliations are prepared on monthly basis and are accounted for properly. Ensure that the transaction analysis is performed on monthly basis, and review the classifications on the transactions per General Ledger. Ensure that the Chart of Accounts is aligned with GRAP. Ensure that the control and suspense accounts are reconciled on monthly basis. Monitor and control the cash and bank unit. Perform the bank reconciliation on a daily basis. Ensure that the petty cash reconciliations are performed on monthly basis. Ensure that all the accruals are recorded on the correct periods. Ensure that on regularly review and monitor the accruals general ledger on monthly and at year end to ensure that all transactions have been accurately, validly and completely recorded. Ensure that the accounting policies, procedure and practices with applicable to GRAP standards, PFMA, Treasury Regulations. Prepare and submit the inputs for the preparation of the Interim and Annual Financial Statements. Manage the staff.

ENQUIRIES:
APPLICATIONS

Ms LK Baloyi Tel: (012) 336-8876
Please forward you applications quoting reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman street, Pretoria.

FOR ATTENTION
CLOSING DATE

Ms TE Ntabeni
21 FEBRUARY 2014 Time: 16H00