



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: NWRI: Eastern Operations (Midmar), Pongolapoort Dam, Jozini Dam:** Please forward your application quoting the relevant reference number to The Director: Department of Water and Sanitation, Private Bag X 24 Howick, 3290. Hand deliver to Midmar Area Office, Midmar Dam, Howick..**For attention:** Mr. AZG Bebula
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **CHIEF ACCOUNTING CLERK (2 Posts) REF: 211016/13**
Infrastructure Operations and maintenance, Directorate: Eastern operations
- SALARY** : R 211 194 per annum (Level 7)
- CENTRE** : **Midmar Dam, Howick**
- REQUIREMENTS** : Grade 12 or equivalent qualification. Three (3) to five (5) years financial administration experience. Strong Accounting skills preferably in following: (accounts payable, salary administration and clearing of ledger accounts and suspense accounts), Working knowledge of the SAP and PERSAL System, Knowledge of PFMA, Treasury Regulations, and relevant public service financial prescripts. Proof of Computer literacy. Problem solving abilities, interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team. A valid driver's license will be an added advantage.
- DUTIES** : Analysis of expenditure per line item, analyse and report expenditure variances per unit. Separation of Opex and Capex expenditure. Ensure expenditure and revenue flow to correct profit or cost centres. Linking of expenditure to budget. Assist with monitoring of the departmental expenditure. Preparation of income and expenditure reports from SAP. Consolidate augmentation reports. Prepare augmentation reconciliation, budget uploads, budget maintenance, provide training and support regarding budgetary issues to Head Office and Regional Offices.Unlocking or approval of allowances and deductions, payrolls, deal with queries related to SAP transactions and functions. Check and unlock of SAP transactions e.g. Overtime, standby, night shift allowance and camping allowance. Ensure all filing is complete. Compile and capture payments, S & T advances, receipts and journals. Request all SAP related reports and attend to all SAP transactions and functions. **Candidates may be subjected to a skills and knowledge test.**
- NQUIRIES** : Ms V. Bridglall, Tel (033) 239 1900