



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Durban, KZN:** Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. **For attention:** Ms S Mbongwa
- CLOSING DATE** : **21 October 2016. TIME: 16H00**
- POST** : **SENIOR STATE ACCOUNTANT X 2 POSTS REF: 211016/02**
- SALARY** : R262 272 per annum, level 08
- CENTRE** : **Durban**
- REQUIREMENTS** : Degree/National Diploma in Financial Management. One (1) two (2) years relevant experience. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA. Good knowledge and experience of BAS and Persal systems. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills.
- DUTIES** : Provide assistance to Clients regarding general budgeting and financial reporting requirement. Assist in compilation of Medium term expenditure framework (MTEF) and Estimate of National Expenditure(ENE). Responsible for budget capturing in Basic Accounting Systems (BAS), Perform Budget controlling such as Cash Flow, IYM and ensuring monthly Regional budget meetings take place. Provide inputs in Regional Business plan. Manage Adjustment budget Process. Prevent Misallocation and misclassification of expenditure. Financial responsible of all Earmarked funding including compiling Cash flow, Accruals and commitment. Maintaining controls to ensure the integrity of all data entered to PERSAL. Checking and validating payroll transactions. Managing the accounting activities associated with salaries such as payment of salaries. Complying with the requirements of SARS taxation legislation, and the reconciliation of salary accounts. Distributing of income Tax certificates to all staff members within the Provincial Office. Perform supplementary reconciliations. Attending to all matters relating to salary overpayments and the recovery of such money. Handle the suspense account and do follow-ups on outstanding debts. Supervise and evaluate staff.
- ENQUIRIES** : Ms PV Mkhize Tel,(031) 336-2700