



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** : **ACCOUNTING CLERK REF: 211016/22**
Infrastructure Operations and maintenance, Directorate: Eastern operations
- SALARY** : R142 461per annum (Level 5)
- CENTRE REQUIREMENTS** : **Midmar Dam, Howick**
Grade 12 certificate or equivalent. Financial administration experience will be an added advantage. Knowledge of financial legislation, Knowledge of SAP, Knowledge of GAAP, Knowledge of finance related policies. Basic Financial management and knowledge of PFMA
- DUTIES:** Receive invoices. Capturing of allowances and deductions, payrolls, deal with queries related to SAP transactions and functions. Check and capture of Persal 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. Order and distribute all face value books and documents. Perform cashier duties with petty cash, receiving and banking of state money and issuing of receipts. **Note:** Candidates may be subjected to a skills and Knowledge test. Persons with disabilities are encouraged to apply.
- ENQUIRIES** : Mr B Shabane, Tel: (033) 239 1900