



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Limpopo** please forward your applications quoting the relevant reference number to: Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4rth floor). For **attention:** Mr. MP Makgakga.
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **ACCOUNTING CLERKS (2 POSTS) REF: 211016/25**
Division: Management Accounting
- CENTRE** : **Polokwane Provincial Office**
- SALARY** : R 142 461 per annum (level 5)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Knowledge of financial management and administrative procedures. Knowledge of Public Service Financial Legislations and policies. Knowledge of Persal and BAS. Communication Skills. Client orientation and Customer focus. Problem solving and analysis. Computer literacy. Drivers licence (Certified copy must be attached).
- DUTIES** : Check invoices for correctness. Capture payments on BAS/LOGIS. Capture payments. Filing documents. Capturing of payments to suppliers and Persal related transactions. Receiving, issuing receipt and banking of state monies. Clear suspense accounts. Compile journals. Attend to enquiries regarding payment. Verification of allocations for any new request as per the Standard Charts Account (SCOA) items. Compiling of sundry payments. Receiving and recording of invoices. Prepare monthly reconciliation for petty cash.
- ENQUIRIES** : Mrs MR Monyepao, Tel 015 290 1304