

DEPARTMENT OF DEFENCE IS LOOKING FOR FINANCE CLERKS (4 POSTS)

Finance Management Division

Chief Directorate: Accounting

Directorate: Stores, Services and Related Payments, Finance
Accounting Service

Centres (FASCs).

SALARY : R152 862 per annum (Level 05).

CENTRE : FASC Wonderboom (Pretoria), Ref No: CF0 18/5/1A (X1
Post)

FASC MOD (Pretoria), Ref No: CF0 18/5/1B (X3 Post)

REQUIREMENTS : Minimum requirement: Grade 12 certificate with
finance related subjects. Ability in

understanding, interpreting and correctly applying of
financial policy and

prescripts. Basic knowledge of financial and accounting
processes. Basic

knowledge of contract management or State Tender Board
regulations and supply

chain management process. Sound knowledge of the Public
Finance Management

Act and Treasury Regulations as well as knowledge of Financial
Management

Systems will serve as a strong recommendation. Computer
literate in MS Office

software packages (Word, Excel and PowerPoint). Ability to
effectively liaise and

communicate with clients. Decisive and persevering iro task
finalisation.

Permanent RSA citizen with no criminal record. The possession
of a valid driver's

licence will be an advantage. Willing to undergo driving-and-

maintenance training

in order to obtain a military driver's license. Willing to undergo training at Finance

Education, Training Development Centre. Willing to be detached to Satellite

Offices across geographical boundaries. Willing to work with cash (as cashier), in

Rand and Foreign currency. Willing to assist with general administrative functions

and archiving /filing/safekeeping of all accounting documentation. Added

advantage: Post Matric qualification in Finance and /or a minimum of one year

relevant experience. The successful candidate will be required to complete all

relevant courses.

DUTIES : Scrutinise, verify, register and couple medical and supplier invoices for payment.

Strictly apply policy, prescriptions and regulations. Detect and report on all

irregularities. Safekeeping of payment and other accounting documentation for

audit purposes. Utilise the Financial Management System (FMS) to regularly

record all accounting transactions and do enquiries.

Performing of cashier duties

by paying out of cash advances, administering of claims on the Central Advance

System and capturing of all related accounting transactions on the FMS.

Recording, safekeeping and issuing of Face Value Documents (FVD) and updating

the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster

General (PMG) account deposits and assisting with general administration and

accounting functions at the FASC.

ENQUIRIES : Mr I. Van der Walt, Tel No: (012) 392-2850.