

# **DEPARTMENT OF WATER AND SANITATION IS LOOKING FOR ACCOUNTING CLERK IN GAUTENG AND Eastern Cape**

**POST 05/79 : ACCOUNTING CLERK**

REF NO: 160218/07 Chief Directorate: Financial Accounting DIV:  
Debt And Fraud (Main Account)

SALARY : R152 862. per annum (Level 5)

**CENTRE : Pretoria**

REQUIREMENTS : A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations. DUTIES : Creation of debts on Bas system. Completion and capturing of debt take-on forms on the BAS system following authorisation by supervisor. Issuing of correspondences to debtors informing them of debt and requesting settlement of debt. Handing debt files over to state attorney when recovery is not forthcoming. Recommending debt write-offs. Issue and replenish petty cash including daily petty cash reconciliation. Issue and capture receipts as per SCOA on the BAS system. Handle queries with regard to the above-mentioned queries.

ENQUIRIES : Mr Z.H. Qaqane (012) 336 8951

**POST 05/80 : ACCOUNTING CLERK**

REF NO: 160218/08 Div: Management Accounting (Main Account)

SALARY : R152 862. per annum (Level 5)

**CENTRE : Eastern Cape Region: King William's Town**

REQUIREMENTS : A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.

DUTIES : Check and capture regional budget on Bas. Capture Sundry Payments, Receipts, and Journals. Monitor Budget expenditure and advise managers on their spending patterns. Assist in drawing expenditure reports, assist in analyzing and correct/rectify misallocations. Compile shifting template.

ENQUIRIES : Ms N Mzilikazi-Boya Tel, (043) 604 5318

**POST 05/81 : ACCOUNTING CLERK**

REF NO: 160218/09 Div.: Financial Accounting (Main Account)

SALARY : R152 862. per annum (Level 5)

**CENTRE : Eastern Cape Region: King William's Town**

REQUIREMENTS : A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.

DUTIES : Check and accurately capture transactions on PERSAL, Logis and BAS. Verify and record invoices on the payment monitoring tool. Receive invoices and update invoice register. Be responsible for reporting of payable/accruals, 30 day payments. Be a document controller for the section.

Responsible of Cashier's office, petty cash duties. Assist in performing creditor's reconciliations. 67

ENQUIRIES : Ms Y Nogela Tel, (043) 604 5319

CLOSING DATE : 16 February 2018 Time: 16H00