



defence

Department: Defence REPUBLIC OF SOUTH AFRICA

SENIOR ACCOUNTING CLERK GR III

Salary: R94 326 pa, Level 6

FINANCIAL MANAGEMENT DIVISION (41 OF 2009)

- **1 x post at Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Medical Payments, Pretoria, Ref: 41/37**
 - **REQUIREMENTS:** Grade 12 certificate with Finance related subjects. Applicants with prior learning, either by means of experience or alternative courses may also apply.
 - **SPECIAL REQUIREMENTS (skills needed):** Computer literate iro MS Office, MS Word and Excel. Knowledge of the PERSOL/PERSAL mainframe applications and programs and the Financial Management System (FMS) would serve as a strong recommendation. Basic knowledge of the prescribed processes and procedures wrt the medical supplier payments as well as the related accounting transactions and actions would serve as a strong recommendation. Ability to understand and correctly apply financial policy and prescripts. Basic reasoning and mathematical thinking ability. Ability to effectively communicate with suppliers and clients both inside and outside the DOD. Good oral and written communication skills. Orientated towards teamwork, persevering iro task finalization and able to work accurately under pressure. Receptive to work related suggestions and ideas. Continually aiming for zero defects in the work environment.
 - **DUTIES:** Assisting the Chief Accounting Clerk Medical Payments in: controlling, managing and executing of the timely payment of all medical invoices within the Department of Defence (DOD). Utilizing the prescribed programs on the FMS to correctly process payments to medical suppliers. Preparing invoices/accounts for payment. Implementing effective actions and processes to ensure that deadlines are met. Constant collaborating, liaising and communication with the Chief Accounting Clerk of the section wrt all payment documentation and other functions coupled to the post. Compiling and submitting of reports and statistics. Strictly and correctly applying the prescripts of the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other prescripts and regulations pertaining to payment of medical suppliers. Executing general office administration tasks including receiving, registering, copying, delivering and delivering of documentation and files from/to other involved sections and directorates.
 - **NOTE:** Applications must be on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificate and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) iro each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Applications received after the closing date, as well as faxed applications will not be considered.
- ❖ **ENQUIRIES:** Ms Carine Potgieter, Tel: (012) 392-2961
- ❖ **APPLICATIONS:** Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195

Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

❖ **CLOSING DATE: 15 May 2009**

(Applications received after the closing date and faxed copies will not be considered).