



defence

Department: Defence REPUBLIC OF SOUTH AFRICA

SENIOR ACCOUNTING CLERK GR III

Salary: R94 326 pa, Level 6

FINANCIAL MANAGEMENT DIVISION (41 OF 2009)

- **2 x posts at Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Sub-Directorate Cash Payments Region 1 and Region 2, Pretoria, Ref: 41/39**
- **REQUIREMENTS:** Grade 12 certificate with finance related subjects. Applicants with prior learning, either by means of experience or alternative courses will also be considered.
- **SPECIAL REQUIREMENTS (skills needed):** Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate and have knowledge of Financial Management mainframe computer systems as well as the Word Processing (MS Word) and Spreadsheets (Excel) micro computer programs. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Well developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering iro task finalization. Positive, loyal, creative, trustworthy. Permanent RSA citizen with no criminal record. The possession of a valid RSA vehicle driver's license will be advantages. The successful candidate will be required to complete all relevant courses.
- **DUTIES:** Assisting the Chief Accounting Clerk in: ensuring payment of all invoices. Verification of payment documentation according to the prescribed prescripts, regulations and policy prior to payment being effected. Preparing of supplier accounts/invoices by verifying payment documents for anomalies. Verifying payments on the FMS and registering invoices for payment. Compilation, verification and input of journal transactions. Handle queries from Finance Accounting Service Centres and Finance Accounting Satellite Offices. Reporting of all finance-related irregularities. Compiling the prescribed management reports, information and statistics. Ensuring the safekeeping of all accounting and payment documentation, files and data for future enquiries and audit purposes in accordance with Treasury Regulations and the PFMA. Maintaining the internal security measures in the section. In-post training of junior clerks in the section. Investigating and answering all related enquiries. Performing various administrative tasks in the section as and when required. Assist supervisor in the answering of audit queries.
- **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).