



defence

Department: Defence REPUBLIC OF SOUTH AFRICA

SENIOR ACCOUNTING CLERK GR III

Salary: R94 326 pa, Level 6

FINANCIAL MANAGEMENT DIVISION (41 OF 2009)

- **4 x posts at Chief Directorate Accounting, Sub-Directorate Personnel Payments, Final Payments Section, Pretoria, Ref: 41/41**
- **REQUIREMENTS:** Applicants must be in possession of a Grade 12 certificate with Finance related subjects. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Previous salary administration experience and of the calculation and processing of salaries and allowances would serve as a strong recommendation.
- **SPECIAL REQUIREMENTS (skills needed):** Ability of interpreting, understanding and correctly applying Financial policy and prescripts. Knowledge of the Financial Management System (FMS) and the PERSOL mainframe computer systems used in the Department of Defence (DOD), would serve as a strong recommendation. Literate in MS Word and MS Excel. Sound knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations (TR's). Knowledge of the financial and accounting processes, as used in the DOD and/or the Public Service would serve as a strong recommendation. Well developed verbal and written communication skills with good interpersonal relations. Well developed reasoning, mathematical, analytical and innovating thinking and problem solving ability. Ability to effectively liaise and communicate with clients. Orientated towards teamwork and receptive to work-related suggestions and ideas as well as decisive and persevering iro task finalisation. Positive, creative, conscientious, trustworthy and motivated towards producing effective, efficient and correct work. Ability to function effectively under pressure. Permanent SA citizen with no criminal record.
- **DUTIES:** Assisting the Chief Accounting Clerk in ensuring the effective execution of the prescribed processes related to the payment of salaries and financial benefits such as leave gratuity, service bonus and severance package benefits, to ex-employees of the DOD by correctly completing of the pension release documents(Z102) and documentation related to Departmental transfers. Constant collaboration and communication with the Chief Accounting Clerk concerning all functions coupled to the post. Ensuring that calculation and accounting of salaries and allowances for ex-employees of the DOD are correct and in accordance with prescripts. Ensuring that the calculation and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Ensuring the efficient recording of all relevant data on the files and maintaining/safekeeping of such files and source documents for future enquiries and audit purposes. Collecting, delivering and filing of documentation and files from/to other Directorates/offices and executing of other related administration functions and tasks. Assisting in the training of junior clerks in the section.
- **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 J.M. Bennett, tel: (012) 392-2135 or Ms S. Bezuidenhout, (012) 392-2117
- ❖ **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).