



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 Chief Directorate Accounting, Sub-Directorate Personnel Payments, Salaries Section, Pretoria, Ref: 41/42**
- **REQUIREMENTS:** Grade 12 certificate, preferably with Finance/Accounting related subjects or a Grade 10 certificate plus extensive prior learning, preferably in an Accounting environment.
- **SPECIAL REQUIREMENTS (skills needed):** General knowledge of and experience in the use of computer systems in the Department of Defence (DOD), the Public Service or elsewhere, including MS Word and MS Excel, would serve as a strong recommendation. Previous experience and/or knowledge of the calculation and processing of salaries and allowances would serve as a strong recommendation. Skills: Well developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective, efficient and correct work whilst always aiming for a zero defects environment. Ability to effectively function as part of a team. Trustworthy and reliable, receptive to work related suggestions/ideas, decisive and persevering iro task finalisation and able to function effectively under pressure. Permanent SA citizen.
- **DUTIES:** Executing the prescribed accounting processes related to the payment of salaries and allowances due to serving members/employees of the DOD. Calculating and capturing of deployment allowances as and when requested by Human Resource Management and as agreed to by Directorate Personnel Payments (DPP). Administrating the total function regarding the certification of the schedule name lists of all units/bases in the DOD and the presentation thereof to the Accounting Officer. Ensuring constant collaboration and communication with the Chief Accounting Clerk (CAC) Personnel Payments (Salaries) regarding all functions coupled to this post. Executing HR and administration related tasks in collaboration with the CAC.
- **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 M.M. Botha, tel: (012) 392-2002
- ❖ **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).