



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 Financial Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section, Pretoria, Ref: 41/43**
 - **REQUIREMENTS:** Grade 12 certificate with Finance/Accounting related subjects. Recognition of prior learning may be considered.
 - **SPECIAL REQUIREMENTS (skills needed):** Computer literate in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of the mainframe computer systems and programs utilized by the Department of Defence (DOD) or other Public Service Departments would serve as a strong recommendation. Prior experience or successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Basic knowledge of the processes and procedures that are followed in the administration of losses in the Public Service would be a very strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Ability to understand and correctly interpret loss reports and audit answers submitted by clients in the DOD. Skills: Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from the various Arms of Service, the different Divisions, bases and units within the DOD and able and willing to deliver dedicated and friendly client service. Persevering iro task finalization with good interpersonal relationships and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Being in possession of a valid DOD vehicle driver's license would serve as a strong recommendation. Team-worker, trustworthy, reliable and receptive to work-related suggestions and ideas. Effective reasoning ability.
 - **DUTIES:** Assist the Chief Accounting Clerk and the Senior State Accountant in ensuring all administrative tasks are executed and finalized by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and the referral thereof to the sections concerned. Correct allocation of file reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database as soon as the Chief Accounting Clerk has dealt with the loss reports. Maintain an effective pending system to ensure that all non-finalised loss report files are held over and routed to the Chief Accounting Clerk on the specific target dates. Regular compiling and submitting of prescribed weekly and monthly management reports. Managing the Registry, cabinets and all files and documentation in a neat, numerical and efficient manner. Assisting in the in-post training of other 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 Susan Bester, tel: (012) 392-2574
 - ❖ **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).