



# 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 Budget Management, Budget Management Office SA Army Training Formation, Pretoria, Ref: 41/45**
- **REQUIREMENTS:** Grade 12 certificate with Finance/Accounting related subjects. Applicants with prior learning, either by means of experience or alternative courses, may also be considered.
- **SPECIAL REQUIREMENTS (skills needed):** Computer literate iro MS Office, MS Word and Excel. Prior knowledge of the PERSOL/PERSAL mainframe applications and programs as used in the Public Service and/or the Department of Defence (DOD) would be a strong recommendation. Basic knowledge of and exposure to the prescribed processes and procedures wrt the collection, recording and management of departmental debt in the Public Service and the related accounting transactions and actions. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, creative, trustworthy, loyal, sound judgmental ability and aiming for zero defects.
- **DUTIES:** Assisting the Chief Accounting Clerk Debtors Accounts with: Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from ex members of the SA National Defence Force (SANDF), Public Service Act personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively control Departmental debt. Checking, controlling, registering and processing outgoing correspondence and all related accounting transactions. Liaising and corresponding with the State Attorney's office. In-post training of other Accounting Clerks in the section. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Chief Accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filing and safeguarding of all Debtors administration related documentation and information for future reference and audit purposes.
- **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 Corrie van den Berg, Tel: (012) 392-2759.
  - ❖ **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).