



defence

Department: Defence REPUBLIC OF SOUTH AFRICA

SENIOR ACCOUNTING CLERK GR III

Salary: R94 326 pa, Level 6

FINANCIAL MANAGEMENT DIVISION (41 OF 2009)

12 x posts Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Finance Accounting Service Centres (FASC) and Finance Accounting Satellite Offices (FASO), Ref: 41/46

- 1x post at FASC MOD, Pretoria.
- 1x post at FASC Youngsfield, Cape Town.
- 1x post at FASC Bloemfontein.
- 3x posts at FASC Kimberley.
- 1x post at FASC Louis Trichardt, Northern Province.
- 1x post at FASC Nelspruit.
- 1x post at FASO Bredasdorp, Western Cape.
- 1x post at FASC Lenz, Johannesburg.
- 1x post at FASC Wonderboom, Pretoria.
- 1x post at FASO Middelburg, Mpumalanga.

- **REQUIREMENTS:** Grade 12 certificate with finance related subjects. Applicants with prior learning, either by means of experience or alternative courses will also be considered. Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts will be a recommendation.
- **SPECIAL REQUIREMENTS (skills needed):** 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 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 will be advantages. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses.
- **DUTIES:** Scrutinize, verify, register and couple medical and supplier invoices for payment. Assist in compiling accounting reports/statistics. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.
- **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:** Mr Koos Rademeyer, tel: (012) 392-2884 or 392-2893.

❖ **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).