Senior Accounting Clerk: Financial Reporting (CFO08/2019)

Salary: R208 584 per annum (Total Package R328 960 per annum)
Centre: Pretoria

Requirements:
- Applicants should be in possession of a Grade 12 certificate plus a minimum of one (1) year experience in financial management or related field;
- A recognized three year National Diploma/ Degree in Accounting or Financial Management will be an added advantage;
- Knowledge of Public Service Financial Legislative Frameworks: PFMA, Treasury Regulations, BAS, LOGIS and Financial accounting process and procedures, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy;
- Creative, Initiative, must be able to work under pressure and to cope with a high workload.

Duties:
- To receive and reconcile financial batches;
- Ensure that the stubs and the disbursement report are printed, reconciled and filed every morning;
- Control batches movement and maintain a proper fling system for all payment batches; journals and other related documents and reconcile the payment register monthly;
- Receive, check and verify all batches for accuracy and completeness;
- Extract financial batches for internal and external clients and ensure record management of batches and documents;
- Perform other administrative duties within the sub directorate and attend to enquiries.

NB: EXTERNAL APPLICANTS ARE WELCOME TO APPLY

Enquiries: Ms P Mulubi Tel: (012) 399 9123
Attention: Ms T Hlongwane
Closing date: 29 July 2019
All applications must be submitted on a signed **Z83 application form** (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered.

**Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.

Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.

Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.

Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.

All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience.

The Department reserves the right not to make an appointment.

No e-mailed, faxed or late applications will be considered.

If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.