



Senior Accounting Clerk: Salaries and Payroll (CFO 03/2019)

Salary: R208 584 per annum (Total package of R382 960 per annum/ condition apply)

Centre: Pretoria

Requirements:

- A Grade 12 with extensive experience together with thorough knowledge of financial accounting.
- An appropriate recognized degree/ National Diploma in Accounting will be an added advantage.
- Exposure in the fields of salaries and administration of payroll reports will be an advantage.
- Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills.
- Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS).
- Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy.
- Good knowledge of Treasury Regulations and Public Finance Management Act.
- Self-starter, able to work independently without compromising team results.

Duties:

- Administration of Salaries - receive payments advice from HR to pay allowances for basic salary, NP cash, performance bonus etc.
- Capturing of supplementary payments, receive deductions to be implemented, Administration of Payroll Reports.
- Request transport to collect pay slips and payroll at Bureau Beta, sort pay slips and payroll according to pay-points, receive and verify garnishee and maintenance orders, make enquiry IRP5 accumulation on PERSAL for open / close IRP5 Processing of BAS payments and journals.
- Receive payment advise from HR office

- Confirm with financial control and reporting office to verify banking details on safety-net once entity is verified on BAS and Safety Web, process payment, request BAS report and identify amount to be credited, filing and safekeeping of salary related documents.

Enquiries: Ms. C Magagane; Tel: 012 399 9104

For Attention: Ms. M Seketa

Closing date: 27 May 2019

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- 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 (if required) 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, marked for attention: Ms. M Seketa.
 - 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.