

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

**APPLICATIONS** : The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue.

**FOR ATTENTION** : Ms M Makgae

**CLOSING DATE** : 29 January 2010

**NOTE** : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

**OTHER POST**

**POST 03/66** : **CHIEF ACCOUNTING CLERK**  
Unit: Finance

**SALARY** : R130 425 per annum level 7

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate with Accounting (as a passed subject in Grade 12 or alternatively in a post school qualification) plus extensive experience in a Government financial environment. Knowledge and understanding of the Public Finance Management Act, 1999, (Act No. 1 of 1999), Treasury Regulations. Computer literate in MS Office programmes (Word and Excel). Good interpersonal and communication skills. Experience in the Basic Accounting System (BAS), Safetyweb and knowledge of Logis.

**DUTIES** : The incumbent will be expected to ensure that all payment transactions are correctly captured and authorized on BAS and LOGIS. Follow-up of all outstanding invoices and queries on a regular basis. Ensure that all miscellaneous payments are settled within the thirty (30) day payment period as per Treasury Regulations. Ensure clearance of the suspense account and reporting thereof on a monthly basis. Ensure that the Telkom and cellphone accounts are paid on time. Clearing of Telkom exceptions on a monthly basis. Manage and facilitate the petty cash office and petty cash accounts. Ensure that SCM payments are thoroughly checked and authorized on BAS and Logis. Ensure that credit transfer payments are thoroughly checked and authorized before 10h00 daily. Ensure that quality checks on all payment documents are conducted. Ensure adherence to service delivery standards. Ensure that the paid financial documents (batches and journals) are safeguarded. Ensure adherence to all internal controls and financial prescripts. Supervision of subordinates.

**ENQUIRIES** : Ms N Mekhoe – 012 300 5901