

FINANCE CLERK

Financial Management- Sub Directorate- Debt

SALARY: R 173 703.00 per annum (Excluding Benefits) (Level 5)

CENTRE: Pretoria: Head Office - Recruit 2021/642 (2 posts)

REQUIREMENTS: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in Clearing BAS/Persal Exceptions. Monitor Financial Data in line with SCOA classification. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Good communication skills, verbal and written. Knowledge of Public Service Regulations and Performance Management and Monitoring.

DUTIES: Capture valid and complete debt transactions on BAS based on take on forms. Ensure that all debts created all documents are recorded in the register. Ensure correspondence to Debtors. Capture transfer of credit balances. Capture refund of credit balances. Ensure BAS/Persal exceptions are cleared.

ENQUIRIES: Elizabeth Choma 012 845 6118

APPLICATIONS: e mail Recruit_2021642@npa.gov.za