

## **STATE ACCOUNTANT**

Financial Management -Sub Directorate Payments

**SALARY:** R 257 508.00 per annum (Excluding Benefits) (Level 7)

**CENTRE:** Pretoria : Head Office - Recruit 2021/639 (2 posts)

**REQUIREMENTS:** An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two years relevant experience in dealing with processing of Creditors Payments and employee allowances such as cellphone and S&T claims. Knowledge of BAS; LOGIS and PERSAL and tracking system. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison and presentation skills. Knowledge of Logis System, Persal, Bas and tracking system. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.

**DUTIES:** Process Creditors Payments including Travel agency ,Cell phone reimbursement and S&T Claims. Track creditors payments on tracking system. Scan batches . Provide support to auditors and Business units. Clearing of suspense Accounts. Compile monthly recons and other reports. Attend to queries.

**ENQUIRIES:** Ndivhuho Ndou 012 845 6038

**APPLICATIONS:** e mail [Recruit\\_2021639@npa.gov.za](mailto:Recruit_2021639@npa.gov.za)