

Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria

CLOSING DATE: 04 November 2022 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

POST: **FINANCE CLERK REF NO: DT 41/2022**
FIVE (5) MONTHS FIXED TERM CONTRACT

SALARY: R 176 310 per annum plus a monthly allowance of 37% in lieu of service benefits (Level 5)

CENTRE: Pretoria

REQUIREMENTS: A Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Good verbal and written communication skills. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Interpersonal relations, Job knowledge. Teamwork.

DUTIES: The successful candidate will be responsible for receiving invoices; checking invoices for correctness, verification and approval (internal control); processing invoices (e.g capturing payments); filing of documents; collecting cash; receiving salary advices; processing advices (e.g checking advices for correctness, capturing salaries,; bonuses, salary adjustments, capturing all deductions etc); capturing all financial transactions; clearing suspense accounts; recording debtors and creditors; processing electronic banking transactions; compiling journals; collecting information from budget holders; comparing expenditure against budget; identifying variances; capturing and collecting virements on budgets; distributing documents with regard to the budget; receiving and capturing cash payments.

ENQUIRIES: Ms A Griesel (012) 444 6244

tourism
broadening horizons

