



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*



## DEPARTMENT OF TREASURY

**Directions to applicants** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (**a transcript of results must be attached or subjects should be mentioned in the CV**), identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful.

### **APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein. Applications can also be e-mailed to [recruitment.fstresury@gmail.com](mailto:recruitment.fstresury@gmail.com).

**CLOSING DATE:** 17 February 2017

### **SENIOR ACCOUNTING CLERK: BOOKKEEPING** **REFERENCE NO: 011/17**

**SALARY:** Salary level 5 – A basic salary of R142 461.00 per annum.

**CENTRE:** BLOEMFONTEIN

#### **REQUIREMENTS:**

A Grade 12 Certificate. One (1) year experience in an accounting environment. Knowledge of LOGIS /BAS, PFMA, Treasury Regulations, relevant financial management legislation and directives. Computer literate. Basic knowledge of accounting principles.

#### **DUTIES:**

Handle claims for payables and recoverables. Handle document control. Perform petty cash functions. Perform cashier functions. Provide inputs for key control matrix and for the interim financial statements as well as annual financial statements. Compile progress reports. Handle enquiries. Post payment stubs. Manage allocated assets.

#### **ENQUIRIES:**

Mr. BP Mothibi: (051) 405 5627