

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Candidates must submit applications to applications3@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO REF NO: AC"
- CLOSING DATE** : 06 September 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.

OTHER POST

- POST 30/114** : **ACCOUNTING CLERK: FINANCIAL ADMINISTRATION REF NO: AC**
- SALARY** : R216 417 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate. National Diploma or Bachelors Degree (NQF6/7) in Finance / Accounting/ Auditing as recognised by SAQA and 1 year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.
- DUTIES** : Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), Collection of cash). Perform Financial Accounting Administration support services inclusive of updating and maintaining invoice tracking register, file documents (Batch control), perform adhoc activities as and when required. Perform bookkeeping support services in respect of: - capturing of all financial transactions, clearing of suspense accounts, recording of debtors and creditors, processing of electronic banking transactions and compiling of journals.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097