



GREATER TZANEEN MUNICIPALITY

VACANCY



The following position is advertised and applicants are invited to apply

FINANCE DEPARTMENT

1X CLERK (Expenditure)

(Job Id Number 3/2/2/009)

Salary: R330 803,90 per annum (Job level 8)

Job Purpose: To process cheque payments and electronic transfers for payment to creditors, suppliers and employees for services rendered according to budget plans as well as refunds to debtors, investments etc.

Key Performance Areas: The Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council

- ◆ Administrate cheque payments to ensure authorised payment by means of cheques
- ◆ Administrates ABSA cash focus payments to ensure authorized payment by means of electronic transfer
- ◆ Assist with costing related tasks to ensure the accurate record keeping
- ◆ Administer sundry payments and payments to contractors to ensure that the correct payment of above mentioned are made
- ◆ Create and update asset register to ensure the accurate record
- ◆ Perform any other related duties as instructed by supervisor.

Requirements: ◆ Grade 12 ◆ Computer literacy, Excel, Word, Communication Skills, Attention to Details.

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing Date: 19 April 2019 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/2/8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER