

**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING
VACANT PERMANENT POST
DEPARTMENT: BUDGET AND TREASURY
POST: CREDITORS CLERK.**

(REFERENCE NO: KLM 02 2020/2021)

**ANNUAL REMUNERATION WIL BE BASED ON A TASK GRADE 06 (R 138 607.00)
REQUIREMENT AND QUALIFICATIONS:**

REQUIREMENTS:

National Diploma in Financial Management or B. Com: Accounting and Financial Management

- Minimum of 1-2 years' experience in Creditors within Local Government
- Ability to deal effectively with individuals at all levels.
- Knowledge of applicable legislation and the MFMA.
- Minimum competency level (MFMP) will be added as an advantage.

KEY PERFORMANCE AREAS:

- Capturing accounting data electronically, capture expenditure documents, creating Electronic Funds Transfer batches.
- Ensure that invoices are correct, duly authorised, internal control process are followed and paid timeously.
- Reconciliation of creditor statements with financial management system.
- Analysing expenditure recording processes referring to information detailed in supporting documentation (orders, invoice, etc).
- Providing support with regards to the consolidation of expenditure transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term expenditure

ENQUIRIES: Ms. Maricia Pienaar -Human Resource Management Officer at 053 384 8600

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of Identity document and qualifications (Certified copies must not be older than 3 months). **Please send applications to:** The Municipal Manager and applications should be email to the following email address: hrm@kgatelopele.gov.za due to health and safety Precautionary steps **hand delivery applications will not be accepted.**

Application forms are available and may be downloaded from the municipal website;
<https://www.kgatelopele.gov.za/>.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. Kgatelopele Municipality reserves the right to make no appointments.

Closing Date:13 November 2020, THE MUNICIPAL MANAGER, MR. MONDE JANUARY

NO LATE APPLICATIONS WILL BE ACCEPTED