



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

Reference no: KLM 01/2025/2026

**JOB TITLE: CREDITORS CLERK
DEPARTMENT: BUDGET AND TREASURY OFFICE**

Salary – Total remuneration package: Task 7 (R213 583,46) per annum

Terms of Appointment: Permanent

Minimum Requirements:

- Grade 12 Certificate. Post-matric qualification and experience in Financial Management and Accounting will be an added advantage
- At least 1-2 years of experience in an accounts-related role (debtor/creditor processing).

Key Responsibilities:

- The processing and updating of transactional information with respect to specific Creditor Accounts in order to ensure transactions are accurately processed and verified and accounts reconciled to reflect the status of specific creditor accounts to facilitate payment decisions in accordance with agreed terms and deadlines.
- Source payment documentation is checked and verified against receipts/ delivery notes.
- Query and resolve deviations with respect to quantity supplied and unit charges with internal departments/ personnel or supplier.
- Process entries and / or approved adjustments and post to specific ledger accounts.
- Reconcile general and statutory account balances against statements and generate reports detailing the status of creditor accounts for analysis purposes.
- Check compliance before payment can be captured.
- Perform monthly and weekly creditors reconciliations
- Ensuring that all payment batches are stored in electronic format
- Ensuring that all completed payment batches are timeously transferred to records management in its original format for safe storage
- Assisting the creditors officer to maintain the creditors ledger
- Perform other reasonable ad hoc functions inherent to the position of a creditors clerk

Financial interest;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and/ Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 04 August 2025 at 12:00pm