



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53
PRINCE ALBERT
6930

DIREKTORATE : FINANCIAL SERVICES

VACANCY: SENIOR CLERK- EXPENDITURE

INTERNAL NOTICE NO: 177 /2018

Prince Albert, an area characterised by high quality of living and service delivery.

Applications are hereby invited from suitably qualified individuals for the position of:

SENIOR CLERK: EXPENDITURE

MINIMUM REQUIREMENTS:

- Grade 12 plus 3 year Diploma or equivalent qualification in Finance;
- Computer literate;
- Accuracy and ability to give attention to detail;
- Good interpersonal skills;
- Communication skills;
- Numerical Skills;
- Fluent in Afrikaans and English;
- Code B drivers licence will be to the advantage of applicant

EXPERIENCE:

At least 6 months relevant experience will be to the advantage of the applicant.

FUNCTIONS AND RESPONSIBILITIES:

*Checking and verifying source payment documentation for SNT and other related claims against receipts/delivery notes; * Query and resolving deviations with respect to quantity supplied and unit charges with internal departments/personnel or supplier; * Attending to the processing of entries and/or approved adjustments and posting to specific ledger accounts; * Reconciling general and statutory account balances against statements and generating reports detailing the status of creditor accounts for analysing purposes, by reviewing and ensuring that all requisitions/order/invoices/tenders/contracts are properly authorised and signed according to designated powers and limits, information reflected are correct, vote numbers are allocated accurately; * Verifying that retention money on contracts are properly allocated and accounted for; * Attended to and rectify the input of order/invoice details relating to a vote that is linked to VAT but the supplier is not duly registered accordingly; * Reconcile statements by means of invoices on hand due for payments. Invoices not yet received, credit notes on hand, goods returned but still awaiting credit notes, etc.; * Updating files with current and relevant information pertaining to the creditors administrative activities; * Applying specific sequences associated with initiating and completing electronic back-up of accounting information and/or referencing source documentation, reports and/or instructions using alpha-numeric sequential codes, to facilitate retrieval.

SALARY: T7 - R 136 512-00 PER ANNUM

Fringe benefits for permanent employees include: retirement fund, medical scheme, 13th cheque and housing subsidy.

Appointment will be made according to Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.

STATUS OF POSITION:

PERMANENT

CLOSING DATE FOR APPLICATIONS:

FRIDAY, 30 NOVEMBER 2018

Applications on the official application form of Council must be forwarded to **Debby Mooneys** to reach the office by no later than **Friday, 30 NOVEMBER 2018**. Applications not accompanied by certified copies of qualifications and drivers license will not be considered. Enquiries may be directed to **Mr. J Neethling** at **Tel. (023) 5411 036**. Please note: If you receive no notification regarding this advertisement within two months of the closing date, please assume that your application was unsuccessful. The municipality reserves the right not to make any appointment.

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PRINCE ALBERT, 6930

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HFW METTLER
MUNICIPAL MANAGER
21 November 2018