

MATJHABENG MUNICIPALITY



INTERNAL/ EXTERNAL ADVERTISEMENT

FINANCIAL MANAGERMENTS

SENIOR CASHIERS (10 POSITIONS)

SALARY: R247 872 – R327 036 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

POST LEVEL: 10/9

MINIMUM REQUIREMENTS:

National Certificate in Accounting or Equivalent Qualification. Three (3) years relevant experience. Good understanding of the Municipal Finance Management Act, Municipal Systems Act and any other related legislative requirements. Certificate in Municipal Finance Management will be added advantage. Applicant must have a Valid driver's license. Applicant must have an Advance Computer Literacy skill. Applicant must have a good understanding and implementation of MSCOA.

KEY PERFORMANCE AREAS

- Communicate with the customer and attend to specific payment or sale enquiries and/ or provide information on tariffs for specific services.
- Calculate balances and explain transactional recordings and penalties applicable and/ or provide information on specific products/ services (metered service cards, hall hiring tariffs)
- Collects and counts payment tendered verifying total against amount due and/ or seeking identification, checks recording and processes cheque payments.
- Issue receipt reflecting amount tendered and confirms recording with the customer.
- Coordinate and control procedural administrative requirements, record keeping, and reporting deadlines associated with the functionality.
- Separate denominations and commence with control counting sequences.
- Tally amounts and verify cash totals to receipts issued.
- Capture overnight cheque deposit details, printing receipts against payment tendered and record transactional details on the cheque prior to submitting for further processing.

- Verify cash receipts schedule/ reports against cash/ cheque totals with the immediate superior and/ or attend and rectify deviations in recordings or counts prior to forwarding for depositing.

FINANCIAL MANAGEMENT INTERNS (5 POSITIONS)

REMUNERATION: R15 000 per month (Two-year Contract)

MINIMUM REQUIREMENTS:

Bachelor's Degree in Accounting (NQF Level 7) or equivalent. Good understanding of the Municipal Finance Management Act, Municipal Systems Act and any other related legislative requirements. Applicant must have a Valid driver's license. Applicant must have advanced skills in Microsoft Excel and Access. SAICA Articles certificate will be added as an advantage. Financial Information Systems will be added as an advantage.

KEY PERFORMANCE AREAS:

- To participate in the Municipal Finance Management Internship Programme.
- Be prepared to work in different sections of financial services on rotational basis.
- Assisting in the implementation of accepted municipal accounting practice and budgetary reforms.
- Training in the key performance areas of Internal Audit, Financial Accounting and Reporting, SupplyChain Management, Budget Management and Revenue and Expenditure Management.
- Municipal interns must regard this programme as an opportunity to learn Local Government municipal finance management and thus an opportunity to further their careers in Local Government and municipalities. If this objective is to be realised, interns must:
 - Be receptive to the training support provided by the municipality through any of the delegated officials in this regard.
 - Obey all policies and procedures of the municipality in respect of work process, ethics and ethos, among others.
 - Take ownership of their own personal development by initiating self-directed
 - learning and requesting clarifications if need be through the nominated mentors and coaches;
 - Compile the necessary documentation required to monitor their learning progress.
 - In order to ensure customer enquiries and payment transactions are efficiently attended to and accurately processed in accordance with laid down departmental guidelines.

Enquiries regarding the above positions can be forwarded to Mr N Mtirara @ (057) 391 3119

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Main Building, Room 5, 3rd Floor, Welkom.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 01 SEPTEMBER 2023

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

**ADV. LMR NGOQO
MUNICIPAL MANAGER**