

	<p style="text-align: center;">THABAZIMBI LOCAL MUNICIPALITY</p> <p style="text-align: center;">PRIVATE BAG X530 THABAZIMBI 0380 Tel.: 014 777 1525 / Fax: 014 777 1531</p>
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Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

SENIOR CREDITORS CLERK
(BUDGET AND TREASURY)

SALARY: Post Level 6 (R229 709.78 PER ANNUM)

QUALIFICATIONS: Grade 12; an appropriate National Diploma or Degree in Local Government Finance, Financial Management and/or Accounting or equivalent qualification; valid driver's license. Minimum competency level (MFMP) will be added as an advantage.

EXPERIENCE: At least 1-2 years' credible experience in the relevant field.

SKILLS: Knowledge of the International Financial Reporting Standards (IFRS); Generally Recognized Accounting Practice (GRAP); Treasury Budget Regulations; Knowledge of the legal framework in the public sector including the MFMA, MSA, DORA, MPRA, etc.; Good computer knowledge and skills; Knowledge of MUNSOF will be an added advantage; Good communication & report writing skills; Good problem solving skills & must be prepared to work under pressure.

KEY PERFORMANCE AREAS:

- Capturing accounting data electronically, capture expenditure documents, printing cheques, creating Electronic Funds Transfer batches
- Prepare deposit slips for banking
- Ensure that invoices are correct, duly authorised, internal control process are followed and paid timeously
- Reconciliation of creditor statements to invoices and claims
- 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.

CLOSING DATE: 14 JUNE 2019

If you are interested and you are in possession of the necessary qualifications and experience, please address your application form obtainable on the municipality website (www.thabazimbi.gov.za), together with certified copies of qualifications and identity documents to the following address:

NOTICE NUMBER: 25/2019

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are also available at the Human Resources Office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Peiser Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105**.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within 20 (Twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into. Candidates will be subjected to verification of credentials.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.



**TG RAMAGAGA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**