

# **KNYSNA MUNICIPALITY**



## **CREDITORS CONTROLLER Budget, Treasury & Accounting Section DIRECTORATE: FINANCE**

TASK LEVEL 10

R154 008 to R199 896 per annum Basic Salary

Total cost to Council Package of R249 588 to R308 892 per annum

### **KEY PERFORMANCE AREAS OF THE POST:**

- Monitor and oversee monthly bank reconciliation functions including management of clerical staff to ensure accurate, timely and complete recording of all cash book transactions
- Manage, control and monitor the payment of all creditors, including the supervision of clerical staff, to ensure that payments are made timeously, are accurate and made in terms of legislative requirements of the Municipal Finance Management Act and Council Policies
- Monitor and oversee petty cash procedures
- Perform all monthly reconciliations with respect to creditors, cashbook and related suspense accounts
- Act as liaison and provide guidance and assistance to all municipal departments relating to creditor payments, enquires and processes
- Ensure a sound working relationship is maintained between the municipality and its suppliers by answering queries timeously and supervising payment processes
- General supervision and human resource oversight responsibilities for the creditors and cashbook section
- Act in the position of Accountant (Creditors) from time-to-time

### **MINIMUM QUALIFICATIONS & EXPERIENCE**

- National Diploma in relevant Finance related field (must include accounting as a major)
- 3 Years Municipal Finance experience and/or Financial experience in the management of creditors and cashbook functions
- 2 Years experience in a supervisory position of clerical staff

**All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a female if a suitable candidate in that category can be identified.**

**To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.**

**Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: [www.knysnamunicipality.co.za](http://www.knysnamunicipality.co.za).**

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za).

**CLOSING DATE: 6 SEPTEMBER 2013**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L WARING**

**MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**