

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancies:

SENIOR CLERK (CREDITORS) (x2) DIRECTORATE FINANCE

Task Level 6
R89 304 to R115 896 (Basic Salary)
R165 075 to R199 707 (Total Cost to Council Package)

The incumbent will be required to:

- Marry quotations, requisitions, orders, delivery notes, invoices and credit notes to pay creditors
- Reconcile creditors statements
- Ensure correct payment of creditors via cashbook and creditor systems
- Reconcile petty cash on a weekly basis
- Daily Bank reconciliations
- Respond to Creditors enquiries as and when relevant
- Respond to internal and external auditors when necessary
- General office administration including filing

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal candidate should possess a Grade 12 with accounting and be computer literate. 2 Years Experience in a creditors environment is essential.

Applicable Municipal benefits will apply.

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.knysna.gov.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.

CLOSING DATE: 22 NOVEMBER 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.

B R ELLMAN

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.