

# KNYSNA MUNICIPALITY



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

## **CASHIER** **INCOME SECTION (KNYSNA)** **DIRECTORATE FINANCE**

TASK LEVEL 5

R86 424 to R112 176 (Basic Salary)

R164 454 to R197 992 (Total cost to Council Package)

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

- Undertake proper customer care management
- General Office Administration
- Balance daily work by completing cash statement and bank deposit book
- Process all payments into municipal financial system including cash, bank deposits and postal payments
- Assist with general enquiries

### **MINIMUM QUALIFICATIONS & EXPERIENCE**

The ideal candidate should possess a Grade 12 certificate

Accounting Skills is a requirement

1 Year relevant experience as a Cashier

Good communication skills

Good analytical and problem solving skills

Must be able to work under pressure

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an African, Coloured, Indian, White Female & Indian Male 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](http://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](mailto:knysna@knysna.gov.za).

**CLOSING DATE: 8 MARCH 2016**

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

**G S EASTON**

**MUNICIPAL MANAGER**

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