



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

SENIOR CASHIER

DIRECTORATE: FINANCIAL SERVICE: INCOME

Task Level 7: R227 040 to R294 696 (Basic Salary)

R383 364 to R470 848 (Total Cost to Council Package)

(PERMANENT APPOINTMENT)

Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- National Certificate: Accounting/Finance - NQF 5
- 3 years Cashier and Financial systems experience with 1-year supervisory experience
- Good analytical and problem-solving skills
- To be able to reconcile ledger accounts and balance cash daily
- Computer literacy

KEY PERFORMANCE AREAS:

- Supervises all cashiers and third party pay points to ensure that cash procedures are followed.
- Reconcile and control electronic bank payments and unallocated monies to issue valid receipts.
- Reconcile and control Refer to Drawer cheques for correctness.
- Ensure that cash and cheque payments are received by cashiers and that recipients are issued to customers.
- Oversee the issuing of pre-paid electricity vouchers and water tokens.
- Handling all cashier related enquiries and corrections when cashiers need assistance.
- Record all post-dated cheques in a register.
- Perform specific procedures relating to ACB applications.
- Controls the key performance areas and critical outputs of personnel within the section.

COMPETENCIES

CORE PROFESSIONAL COMPETENCIES

Attention to Detail, Communication skills, Computer software applicable to work, Customer care, Interpersonal Relations, Legislation, Numerical Skills, Record keeping, Stress Management, Supervisory Skills, Time Management Skills, Work Ethics & Values, Accounting Skills/ related experience is a requirement, Good communication skills, Must be able to work under pressure

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint a White Female. Should candidates in this category not be identified, Coloured females will be considered.

PLEASE NOTE: (Failure to comply with the below will result in disqualification)

- All applications **MUST** be on a Knysna Municipal Application form (<https://www.knysna.gov.za/wp-content/uploads/2022/09/Knysna-Municipality-New-Job-Application-From.pdf>) accompanied by a comprehensive CV with certified copies of qualifications, copy of ID, copies of training, experience, competency and previous employment record must accompany applications (certified copies must not be older than 6 months).
- Application forms are obtainable from the Municipal website: www.knysna.gov.za. Completed applications should be forwarded via email to: vacanciesfinance@knysna.gov.za
- Candidates will be subjected to thorough evaluations and previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit record. The candidate will be required to disclose all financial interests.

- Correspondence will ONLY be entered into with shortlisted candidates. Should candidates not be contacted within three months of the closing date, they may consider their application unsuccessful.
- For enquiries, contact the Human Resources Office at 044 302 6418 or 044 302 6419.

Canvassing for appointment is strictly prohibited, and any confirmation thereof will disqualify the candidate.

CLOSING DATE: 30 SEPTEMBER 2026

MR BOY MANQOBA NGUBO

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.