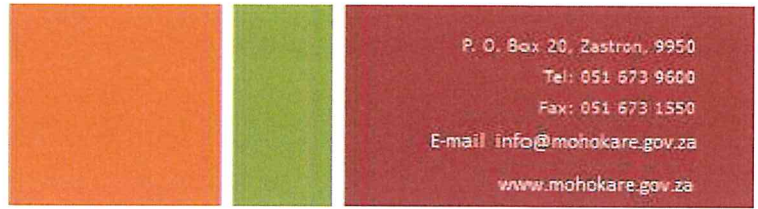




MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950

Tel: 051 673 9600

Fax: 051 673 1550

E-mail info@mohokare.gov.za

www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

EXTERNAL/INTERNAL ADVERT

SENIOR CREDITOR'S CLERK – ZASTRON

REMUNERATION: R258 312.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must have a recognized National Diploma in Cost Management and Accounting or equivalent qualification, advanced computer literacy and good typing skills. A minimum of 2 years' experience will be added as advantage.

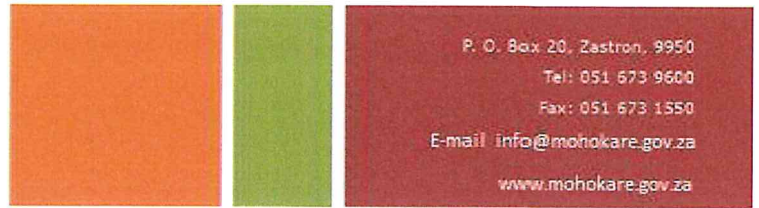
The Candidate will report directly to the Expenditure Accountant within the respective unit. The incumbent responsibilities will entail amongst others:

Administers the payment and reconciliation of creditors within the pre-determined standards as set out in compliance to the Municipal's Fraud and prevention Plan and conflict of interest policy, by

- Accurate reviewing approval of invoices in accordance with standard Creditors Payment Policies and Procedures.
- Review and approval of creditors payments in accordance with standard Creditors Payment policies and procedures.
- Review creditors payment to ensure it is supported by accurately verified (VAT number, amount, order number, duly authorized)
- Review reconciliation to ensure it is done accordance with standard Creditors Payment Reconciliation policies and procedures.
- Review and approve payment vouchers and cheques.
- Ensure proper filling of vouchers, cheques and invoices.



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CLOSING DATE: 22nd April 2024 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 6 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

DC Matsoso

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.

Mr. M. Mohale

Acting-Municipal Manager

