



LOCAL ADVERTISEMENT

VACANCIES

Letsemeng Local Municipality with its head office in Koffiefontein hereby invites suitably qualified candidates to apply for the following vacancies within the Municipality.

CASHIER: 1 (POSITION BASED IN KOFFIEFONTEIN)
1 (POSITION BASED IN PETRUSBURG)
REFERENCE: HRM 20/09/2013

Remuneration: R79 968.00 – R79 904.00 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque).

Requirements:

1. Matric/Grade 12 (Candidates with Accounting or Mathematics will be given preference)
2. Computer literacy and basic understanding of Microsoft,
3. Fluent in English and or Afrikaans
4. Good human relation

Responsibilities:

- Responsible for the receiving of all cash and service fees for municipal service
- Daily counting of the revenue for the day and balancing it with the computer balancing list in the presence of the Senior Clerk
- Signing of the balancing list by Cashier and the Senior Debtors Clerk
- Comparing computerised closing lists with bank deposits to ensure that not shortages exists
- Keeping register of daily income
- Marking off listed cheques and reconciliation of all cheques between the bank deposit and computerised closing register
- Ensure that no cheques are deposited as cash
- Perform relief duties for Unit Liaison Officer during his/her leave
- Assist with the proper credit evaluation for all new applicants
- Responsible for implementation of the credit control and debt collection policy

Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificates with a covering letter to: **Letsemeng Local Municipality, Human Resource Section or Post applications to Private Bag x 3, Koffiefontein, 9986**

Council subscribe to the policy of affirmative action. Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful.

Any enquiries can be directed to **Mr G. Sekhobo at 053-2059200** during office hours.

Closing date: Monday 21 OCTOBER 2013

Faxed, e-mailed or late applications will not be accepted. If you are not contacted within two months after the closing date, please consider your application as unsuccessful.

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Rev. IE Pooe
Municipal Manager