

DIPALESENG LOCAL MUNICIPALITY



INTERNAL/EXTERNAL ADVERT

DEPARTMENT: Finance (Re-advertisement)

POSITION: Cashier X 2

SALARY: R 124 976, 00 – R 141 295, 00

POST LEVEL: 10

Minimum Requirements and Skills Required: Grade 12, 1 year Diploma/Certificate in Office Administration/Accounting/Finance or Business Administration. Computer and numerical skills. Candidate should be able to communicate in predominant local languages. 6 months experience. Good Customer Relations. Able to work under pressure. The successful incumbent will be subjected to vetting for criminal record clearance.

Key Responsibilities: Balancing cash received and daily cash flow; Calculating cash totals, cash received, cheques received and balancing the totals to the computer print-outs of receipts and receipt books. Accounting and capturing shortages or extra payments made to council. Receiving / accepting payments made by the consumers to Council; Receiving / accepting cheques payment made via post from records section and immediate supervisor; Calculate and check amounts received; Check and verify legal notes and check payments for correctness; Capturing relevant account details of consumers; Capturing accurately the amounts received to the correct consumer accounts; Capturing manual receipts in terms of correct sequence and date from official receipt book; Capturing manual receipts issued to the financial system immediately when system is online. Ensure the correct capturing of amount received and account before printing receipt; ensure correct receipt date / time and numbering sequence before printing; print and provide the consumer with official receipt after payment; keep copy of receipt of payment after transaction is completed. Issue manual receipts to consumers only when the financial system is offline.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Director Corporate Services, Private Bag X1005, Balfour, 2410 hand deliver applications in the application box at reception in Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410, on or **before 02 October 2018**. **NB:** No faxed or e-mailed applications will be considered. **Applicants who previously applied, are encouraged to re-apply.** Administrative enquires should be forwarded to Human Resources, **Thulani Mahlangu on 071 296 2092**.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. **NB:** The municipality reserves the right not to make an appointment.