

**MAGARENG**



**MUNICIPALITY**

### **PERSONNEL VACANCY**

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

**POST : CREDITORS/ FILLING ADMIN CLERK (PERMANENT)**  
**SALARY: R180 120 (POST LEVEL: 7)**

#### **MINIMUM QUALIFICATIONS / POST REQUIREMENTS**

- A National Diploma Financial Management/ Accounting
- Two Years relevant Experience;

#### **KNOWLEDGE**

- Ideal candidate is expected to display profound knowledge of tracking budget expenses, maintain financial filing system, bank reconciliation and reconciling accounts regularly.
- Knowledge of dealing with the Municipal Financial Management System;
- Knowledge of basic book keeping and financial transactions;

#### **COMPETENCIES**

*The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations Promulgated in Government Gazette 55181 of 20 September 2021.*

#### **Key Performance Areas**

- Checking and processing of entries and approved adjustments and posting to specific ledger accounts;
- Reconciling of the general and statutory accounts against statements and general reports detailing the status of creditor accounts for analysis purposes, give corrective inputs, consolidate information and send to the immediate supervisor;
- Checking that creditors are paid on the correct date, verify that the amount due and banking details are correct and invoices have not been paid previously;
- Updating of creditor commitment invoice on the system before making payments;
- Handle creditor`s questions or complaints;
- Identify gaps in the system and recommend solutions;
- Printing of age analysis report to check creditors that are overdue and submit to submit to the immediate supervisor for further processing;
- Comply with National Treasury Directives

#### **PLEASE NOTE**

- No late of faxed and/or electronic applications will be considered.
- Only hard-copy applications will be considered.
- Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and should disclose financial interests.

- Magareng Municipality reserves the right to nullify or cancel and employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies or any other relevant legislation.
- Suitably qualified applicants must submit their application with a detailed CV, certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Municipal Manager P.O. Box 10 Warrenton Northern Cape 8530.**
- Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
- The municipality reserves the right to appoint or not appoint any person.

**Closing Date: 08 March 2024**

**Enquiries can be directed to Mrs Neo Mohanyehanye (HR Officer)  
Tel: 053 497 3111 during office hours (07:30 - 16:00)**