

# **MATJHABENG MUNICIPALITY**



## **INTERNAL ADVERTISEMENT**

**DIRECTORATE: FINANCE**

**BRANCH: REVENUE SECTION**

**CASHIERS (7 POSTS)**

**Welkom: 3 Positions  
Thabong: 1 Position  
Bronville: 1 Position  
Meloding: 1 Position  
Hennenman: 1 Position**

**SALARY: R81 624 – R99 240 p.a**

**POST LEVEL: 12/11**

### **MINIMUM REQUIREMENTS:**

Grade 12. Two years experience in payroll/ cash management specifically within the municipality environment.

### **KEY PERFORMANCE AREAS:**

- Implement all customer care requirements and batho-pele principles
- Implement all council rules and regulations
- Implement all council resolutions
- Issue receipts upon receipt of payments and safe and diligent handling of monies
- Submit necessary reports to other departments as and when needed with regard to income received
- Receipt all payments on the official Municipality approved official stationery
- Balance receipts on a daily basis and hand it over to Senior cashier for safekeeping
- Capture cheques in a prescribed manner

- Verify amounts in words as compared with figures and any discrepancies
- Verify the date, and the payee on a check
- Compile all reports pertaining to receipting on a daily basis
- Handle prepaid sales of electricity and water coupons
- Handle sales and deposits of sundry payments: Health, Parks amenities, Booking of Hall, dead animals etc
- Handle enquiries with regard to receipts
- Responsible for processing bulk institutions' payments
- Responsible for processing bank direct deposits
- Responsible for issuing sundry payments receipts
- Proper record keeping of receipts and other related documents


**Enquiries regarding the positions can be forwarded to Mr T Rasmeni @ 057 916 7437**

- Candidates are requested to forward comprehensive Curriculum Vitae, including the necessary documentation (i.e original certified copies of qualifications and drivers license) to The Executive Director: Corporate Support Services, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building 1<sup>st</sup> Floor, Room 17 &18, Main Building, Odendaalsrus.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

**CLOSING DATE: 8 January 2010**

**Please note:** Preference will be given to candidates who reside at the said units. If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

An application form can be downloaded from [www.matjhabeng.co.za](http://www.matjhabeng.co.za). Or can be obtained from Human Resources Department Room 17 or 18 Odendaalsrus.

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**THE PIETERSEN**  
**MUNICIPAL MANAGER**