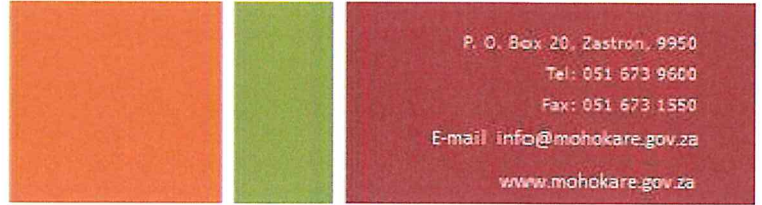




MOHOKARE
LOCAL MUNICIPALITY



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 RE- ADVERT

DEBTORS CLERK – ZASTRON

REMUNERATION: R149 712.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must have a recognized National Diploma in Cost and Management or equivalent qualification, advanced computer literacy and good typing skills. A minimum of 1 years' experience will be added as advantage.

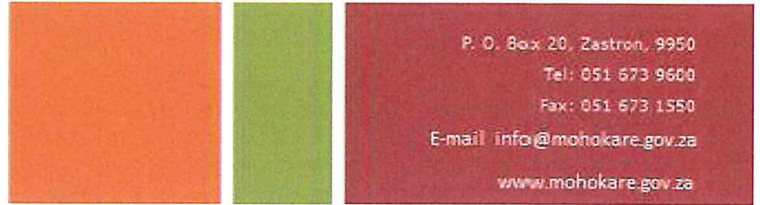
The Candidate will report directly to the Revenue Accountant within the respective unit. The incumbent responsibilities will entail amongst others:

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Executing procedures with respect to the receipting and reconciling of rates and services related income, generating and forwarding printouts of payments and completing procedural forms for banking purposes.
- Attending to the printing and posting of consolidated bills to customers.
- Capturing of monthly meter readings.
- Changing of addresses on the financial system.
- Account corrections.
- Assist with updating of information on financial system
- Assist with cashier point services

In order to ensure the processing of income related transactions are completed accurately in accordance with laid down accounting procedures and practices.



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

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 3 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

MOHOKARE
Local Municipality

04 -04- 2024

Corporate Services