



MOHOKARE
LOCAL MUNICIPALITY

P. O. Box 20, Zastron, 9950

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www.mohokare.gov.za

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.

INTERNAL /EXTERNAL ADVERT – (PERMANENT)

Ref No.: SCC/Finance/09/2025

Position: Senior Creditors Clerk: Finance Department

Remuneration: R 287 952.00 per annum (T10)

Station: Zastron

Closing Date: 26 September 2025

Minimum requirements & Experience: A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: MS Office. 0-2 years' relevant experience required.

Key Competencies: Thorough knowledge of Local Government Accounting and Standards. Sound Public Finance Management knowledge (PFMA, GAAP, GRAP, Treasury Regulations). Strong conceptual and analytical skills. Attention to detail. Performance monitoring. Ability to work under pressure.

Key performance Areas: Accurate reviewing approval of invoices in accordance with standard Creditors Payment Policies and Procedures. Review and approval of creditors payments in accordance with standard Creditors Payment policies and procedures. Review creditors payment to ensure it is supported by accurately verified (VAT number, amount, order number, duly authorized). Review reconciliation to ensure it is done accordance with standard Creditors Payment Reconciliation policies and procedures. Review and approve payment vouchers and cheques. Ensure proper filling of vouchers, cheques and invoices.

For enquiries contact the Human Resources division on 063 385 6263. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 6 months) of qualifications and identity document must be submitted for the attention of:

Director Corporate Services

LG Ceba

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

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.

A handwritten signature in black ink, appearing to read 'MS Mohale', with a stylized initial 'M'.

Mr. MS Mohale
Acting Municipal Manager