



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Website: www.bushbuckridge.gov.za

POST : Cashbook Accountant
Directorate : Budget and Treasury
REMUNERATION : R322, 519.27 per annum
CENTRE : Head Office

RESPONSIBILITIES

- Reconcile banking statements on computer using pastel or VIP System and excel programs
- Draw bank balance and link all expenses/charges/ACB payment
- Compile bank reconciliation reports and submit to manager for further processing and if required submission to council
- Allocate bank deposit codes on computer using pastel or VIP program
- Receive requests from Department for code to debit account with expenditure via specialist
- Confirm expense amount
- Creates code on system
- Advises department or relevant official of code.
- Monitor banking account to see when deposited amount appear in account
- Transfers amount to correct vote/accountant
- Attend to enquires from the public as well as internal departments on computer
- Traces payment on system
- Arranges for allocation of payment
- Receives request from internal department
- Monitor expenditure on system
- Allocates code of expenditure reflect on bank Statement
- Monitoring petty cash
- Cash collection and vat returns
- Document control

REQUIREMENTS

- Certified grade 12 certificate
- Bcom Degree/National Diploma in Accounting or related qualification
- 4-5 years Experience(including articles)
- Clear credit record

COMPETENCE

Application forms can be accessed from our website: www.Bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager OR Hand delivery to office no 55(Registry)

Bushbuckridge Local Municipality R533 Graskop Road

Private Bag X 9308 Bushbuckridge

BUSHBUCKRIDGE

1280

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful
The Municipality reserves the right not to appoint

Closing date : 29 April 2016

