



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

LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

POST : CASHBOOK CLERK
Directorate : BUDGET AND TREASURY
REMUNERATION : R186 364.03 PER ANNUM
CENTRE : HEAD OFFICE

RESPONSIBILITIES

- 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
- Advises department or relevant official of code.
- 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

REQUIREMENTS

- Certified grade 12 certificate
- Accounting Certificate
- 1 year experience

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
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful

Closing date : 15 December 2017

