



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
LAINGSBURG AREA
NOTICE NUMBER 129/2024

SENIOR CLERK: EXPENDITURE
DEPARTMENT: FINANCIAL AND COMPLIANCE SERVICES
DIVISION: FINANCIAL SERVICES
SECTION: EXPENDITURE
PERMANENT

SALARY SCALE: Post Level T8: R207 996,00 – R269 964,00 annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- Grade 12 with accounting as a subject.
- A tertiary qualification in Accounting or Financial Management and Municipal Minimum Competency Level Certificate (MMCL) will be an added advantage.
- 2 – 5 years of experience in finance.
- Computer literacy (MS Office proficiency)

KEY COMPETENCIES

- Strong organizational skills and attention to detail.
- Knowledge of municipal financial systems and applicable legislation.
- Must be able to work under pressure and handle conflict
- Strong written and verbal communication skills.
- Ability to handle confidential information with integrity.
- Knowledge of relevant legislation (MFMA, etc.).

KEY PERFORMANCE AREAS

- Administer petty cash payments.
- Process and reconcile creditor accounts, including requisitions, quotes, orders, invoices, and credit notes to ensure accurate and legally compliant payments.
- Ensure timely and accurate payment of creditors and sundry transactions via the creditors system.
- Address creditor inquiries through telephone, email, and verbal communication.
- Accurate, complete, and timely recording of transactions.
- Analyse and consolidate expenditure data for financial statements.
- Assist in preparing statistical reports on short- to medium-term expenditure.
- Ensure compliance with relevant legislation and municipal policies.
- Maintain proper records of all creditor transactions.
- Bi- weekly salary/wages payments
- All relevant reconciliations on weekly and monthly basis

The Competencies level for this position is a Administrative level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

| Core Professional Competencies | Functional Competencies | Public Service Orientation Competencies | Personal Competencies | Management/ Leadership Competencies |
|---|---|---|---|--|
| <ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to Detail • Influence • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising | <ul style="list-style-type: none"> • Business Processes • Use of Technology • Data Processing and Analysis | <ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus | <ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation | <ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Client Orientation and Customer Focus |

CLOSING DATE: 04 OCTOBER 2024

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned, No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**

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JAFTA BOOYSEN
MUNICIPAL MANAGER
16 September 2024

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019