



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE
POSITION: Senior Clerk Salaries (Permanent)
Reference number: BTO/SNRCS/001
Salary: R346 411.06 per annum Task Grade 11

Minimum Requirements

- Grade 12
- A relevant 3-year tertiary qualification in Financial Accounting, Cost Management Accounting or equivalent qualification at NQF 5
- Municipal Finance Management (SAQA Qualification ID No. 48965) shall be the added advantage.
- Knowledge of Accounting and basic accounting system
- Customer Service, experience in client liaison and telephone etiquette
- Excellent report writing skills
- Good communication skills
- Computer Literacy.
- 2-3 years relevant experience.

Key Performance Areas

- Verify, authorise and approve the actions of the Credit Control Section.
- Control the actions of the cashiers to ensure adherence to regulations and offer assistance where required.
- Prepare Statistical reports depicting short and long term cash flow trends inclusive of explanations to support specific deviations.
- Interact with the internal/external auditors and make available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.
- Electronically download bank statements on a weekly basis and make printout to obtain deposit numbers and make necessary changes.
- Ensuring that deposits appearing on the bank statement have been receipted.
- Generate reminder notifications for circulation to overdue debtors and/or communicating, circulating and establishing payment terms and conditions with defaulters.
- Generate Debtor Age Analysis reports and check the status of accounts with a view to referring arrear/overdue accounts for further action.
- Attend the monthly and other meetings of the Financial Services Department and of the System-users-group and any other applicable meeting as instructed.

Inherent requirements

- Attention to detail, Administrative and Organisational skills, Ability to work under pressure with a team and within a set time frames, excellent verbal and written communication skills.

Please note:

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of foreign qualification, it must be accompanied by evaluation of certificate from the South African Qualification Authority (SAQA).
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply [&](#).
8. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed.

9. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at fgqwashu@lekwalm.gov.za or 087 562 5296

Notice: 04/2024

Closing date for applications: 05 March 2024

M.J LAMOLA
MUNICIPAL MANAGER