



EXTERNAL ADVERTISEMENTS: FINANCE

Applications are hereby invited from suitably qualified and experienced persons for the following vacancies positions:

POST: DATA CAPTURER: REVENUE

SALARY TK:5

SALARY SCALE: R130 608 – R168 660

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- Computer literacy
- 6 months experience.

CORE RESPONSIBILITIES

- Providing meter reading forms to the Meter Readers for capturing of consumer meter readings.
- Receiving meter books from Meter Readers and capturing meter readings onto the meter reading EXCEL Spread sheet.
- Compiling data forms e.g., new service connections, disconnections, replacement/ removal of meters, and creating new accounts and account numbers for new consumers.
- Printing deviation reports and identifying abnormal readings and requesting for re-reading to ensure validity.
- Downloading and validating meter readings reports and distributing each meter readers basic report inclusive of error reports into a filing system for future reference.
- Compiling daily statistical information on number of meters read and processes monthly reports reflecting totals for submission to the supervisor.
- Filing meter reading data forms and deviation reports for future reference and auditing.
- Ensure administrative requirements and procedures associated with the recording of meter reading, processing of queries/ complaints are complied with.

POST: CASHIER – GRAAFF REINET

SALARY TK: TG6

SALARY SCLALE: R153 444 – R199 140

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- 1 Year certificate in accounting
- Computer literacy
- 1 Year Experience
- Sound administrative skills.
- Good verbal and written communication skills.

CORE RESPONSIBILITIES

- Responsible for receipt of money.
- Reconciles cash received against receipts issued to customers

- Candidate will be responsible for assisting with debtor's enquiries.
- Booking of halls and other facilities,
- Recording grave (s) numbers and name of deceased in register.
- Report any complaints of the public to the responsible employees
- Updating of a cemetery register which must be reconciled with the general ledger every month.
- Responsible for hall deposit register and reconcile monthly with the ledger account.
- Maintains documentation and records of transactions and procedures.

POST: SCM CLERK: X1

SALARY TK: 6

SALARY SCALE: R153 444 – R199 140

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- Computer literacy
- Report writing
- 1 years' experience.
- Sound administrative skills.
- Good verbal and written communication skills.

CORE RESPONSIBILITIES

- Receiving, recording, and distributing incoming mail and facsimiles to the relevant officials.
- Preparing purchasing requisitions for the Finance Department and distributing supplier invoices to all departmental buyers.
- Processing the computerized orders for all departments and verifying payment documentation from departmental buyers are completed.
- Maintaining that relevant supporting documents are present and necessary signatories are obtained.
- Handling petty cash float for purchases of small items and maintaining the filing system for the safe keeping of all accounting documents.
- Printing of the outstanding commitments report.
- Referencing source documentation, reports and/ or instructions using alphanumeric sequential codes, to facilitate retrieval.
- Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.
- Retrieving supporting documentation and records to facilitate and support query resolution.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: wesselsh@bnlm.gov.za / mabier@bnlm.gov.za not later than **Friday, 26 January 2024**. Late, applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

DR. E.M. RANKWANA
MUNICIPAL MANAGER

P.O. Box 71
Graaff-Reinet
6280

NOTICE NO: 149/2024

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