

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

### **Creditors Clerk**

**Salary: R136 004. 51 Per Annum  
(Benefits: Medical Aid, Pension Fund & Housing Allowance)**

#### **REQUIREMENTS:**

- Matric
- Relevant Diploma
- Municipal Finance Management Programme
- 2-3 year relevant experience in similar field
- Computer literacy proficiency in Ms excel
- Ability to work as a team and meet deadlines

#### **RESPONSIBILITIES:**

- Application of procedures and legislations
- Creditors payments
- Creditors Reconciliations
- Safekeeping of creditors records
- Statistical report
- Transactional recordings verification
- Expenditure account adjustments & allocation reporting and handling of creditors queries & budgeting
- Attending to internal & External auditors

**Enquiries in respect of the above position should be directed to the Finance Manager: Mr. TE Gambu @ 036- 448 8000/EXT 8053 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is the **10<sup>th</sup> of June 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

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**SD SIBANDE  
MUNICIPAL MANAGER**