

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

Internal Advert

CREDITORS OFFICER

SALARY: R298, 312. 80 Per Annum (Pension fund, Medical aid and Housing Allowance)

REQUIREMENTS: Matric, National/ Diploma in Accounting or Bcom Degree in Finance, Municipal Finance Management Programme, Considerable 2-3 years' experience in a similar position Computer Literacy, Knowledge of Pastel, Report and Writing Skills, Excellent Communication, Interpersonal Skills and Good Verbal Communication.

KEY RESPONSIBILITIES:

- Reconciling general and generating reports detailing the status of creditors account for analysis purposes.
- Attending to enquires by user departments and suppliers.
- Attend to the process of entire and approved adjustment and posting to specific ledger account.
- Application of procedures and legislations
- Updating of transactional information with respect to specific creditor account.
- Querying and resolving deviation with respect to quantity supplied, unit charges with internal departments, personnel or supplier.

Enquiries in respect of the above position should be directed to the Finance Manager Mr. T.E. Gambu at 036 448 8000, EXT: 8053 during office hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, application letter and Certified ID copy, should be sent to:

**THE HUMAN RESOURCES OFFICE
OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is **03 February 2020, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Late applications will not be considered and please note that the Municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant.

**Mr S.N. Malinga
Municipal Manager**