



**DIRECTORATE: FINANCIAL SERVICES**

**ACCOUNTANT: CREDITORS AND CHEQUE ADMINISTRATION**

**WC440547**

**REF: FINAN T12 01/12/16**

**SALARY SCALE: R 266 136 – R 345 480 per annum T12**

**REQUIREMENTS**

- Relevant Diploma or B –degree
- Computer literacy
- Code EB driver's licence
- 4 Years with at least 1 year in a supervisory capacity in a similar environment
- Ability to communicate in at least two of the three official languages of the Western Cape

**SPECIAL CONDITIONS**

- Must be an innovative thinker to improve present systems
- Must have numerical skills
- Must give attention to detail
- Must have managerial skills
- Ability to negotiate
- Knowledge of relevant legislation and Municipal procedures
- Ability to function independently and prioritize multiple tasks

**DUTIES**

- Management of creditor's section
- Management of payments to creditors
- Approval of computerized and hand written payment vouchers
- Approval of the payment run on system
- Management of creditor's master file
- Verifying reconciliation of creditors' suspense accounts
- Journal control and authorisation
- Management of outstanding orders
- Management and utilization of personnel
- Client service
- Archive management

**ENQUIRIES: Ms Z VAN ROOYEN 044 – 801 9032**

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under –represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV and covering letter with an application form obtainable from the HR Office, Civic Centre, York street, George or download from [www.george.org.za](http://www.george.org.za) at Vacancies. Please address your application to: The Deputy Director: Human Resources, PO Box 19, George 6530 or via email: [HRAdmin@george.org.za](mailto:HRAdmin@george.org.za)

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

**COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 23 DECEMBER 2016**



**DIREKTORAAT: FINANSIËLE DIENSTE**  
**REKENMEESTER: KREDITEURE & TJEK ADMINISTRASIE**  
**WC440547**

**Verw: FINAN T12 01/12/16**

**SALARISSKAAL: R 266 136 – R 345 480 per jaar T12**

**VEREISTES**

- Toepaslike Diploma of B - graad
- Rekenaar geletterdheid
- Kode EB bestuurderslisensie
- 4 Jaar ondervinding met ten minste 1jaar in 'n toesighoudende kapasiteit in 'n soortgelyke omgewing

**SPESIALE VOORWAARDES**

- Moet 'n innoverende dinker wees om sisteme te verbeter
- Moet oor syfervaardigheid beskik
- Moet aandag aan detail gee
- Moet oor bestuursvaardigheid beskik
- Vermoë om te onderhandel
- Kennis van relevante wetgewing en Munisipale procedures
- Vermoë om onafhanklike te funksioneer en prioritiseer meervoudige take

**PLIGTE**

- Bestuur van krediteure afdeling
- Bestuur van betalings aan krediteure
- Goedkeuring van gerekenariseerde betaling bewyse
- Goedkeuring van betalingslopie op sisteem
- Bestuur van krediteure se meester lêr
- Verifieer rekonsiliasie van krediteure afwagrekeninge
- Joernaal beheer en magtiging
- Bestuur van uitstaande bestellings
- Bestuur en benutting van personeel
- Klientediens
- Argief bestuur

**NAVRAE: Me Z VAN ROOYEN 044 – 801 9032**

Die Raad oorweeg alle aansoeke in terme van sy diensbillikheidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/ondervteenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV en dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burger Sentrum, Yorkstraat, George of [www.george.org.za](http://www.george.org.za) by Vacancies. Rig u aansoek aan: Die Adjunk Direkteur: Menslike Hulpbronne, Posbus 19, George, 6530 of via e-pos: [HRAdmin@george.org.za](mailto:HRAdmin@george.org.za)

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks of e-pos sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

**DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK**

**SLUITINGSDATUM: 23 DESEMBER 2016**