



*Mmogo re šomela dipheto go!*

**DEPARTMENT:**  
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy

## **1. ACCOUNTANT RECEIVABLES AND VAT ( PERMANENT)**

Basic salary: R 297 191.76 (Excluding benefits)

Requirements: Grade 12, Degree/Diploma in Accounting/Equivalent, 3 years relevant experience

KPA'S:

- Regular (daily, weekly and monthly) bank reconciliation should be performed.
- All income received should be reconciled daily, separately and in total.
- All unknown deposits should be addressed on a daily basis, and should be recorded and investigated to address trends and repeat "offenders".
- Compile reports on overdue debtors
- Prepare debtors and vat reconciliation
- Identify irrecoverable debts
- Handle debtors enquiries on late and incorrect billings
- Perform debtors management as per approved policy
- The official should initiate a cash receivable document for cash book and not wait for an unknown deposit to arise.
- Verify the tax invoice captured on the system as per VAT Act
- Submission of vat returns to SARS
- Enquire on Vat refunds
- Attending and resolving vat queries
- Reconciling vat input



*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
CORPORATE SERVICES

## **2. ACCOUNTANT SUPPLY CHAIN ( PERMANENT)**

Basic Salary: R 297 191.76 (excluding Benefits)

Requirements: • Grade 12, Degree/Diploma in Accounting/Equivalent, 3 years relevant experience

### **KPA's:**

- Co-ordinates procedures in respect of procurement and/ or purchasing sequences
- Database Administration
- Obtaining quotations in accordance with guidelines stipulated in the SCM Policy.
- Co-ordinate purchasing functions
- Co-ordinates the procuring of products and/ or specific services through interaction and communication internally and externally on aspects pertaining to the availability of products and/ or alternatives, pricing, quality, lead times and service delivery standards against agreed terms and conditions and, attends to specific administrative information processing and reporting requirements.

## **3. ADMIN ASSISTANT COMMUNITY SERVICES (PERMANENT)**

Basic Salary: R 143 210.52 (excluding Benefits)

Requirements: • Grade 12, National Diploma in Office Admin/Management or Equivalent

### **KPA's:**

- Minute crucial meetings, distribute accordingly and maintain records
- Prepare presentations
- File documents required for current office use
- Maintain and update the computerized and paper filing register and access as required
- Assist with administrative work (such as typing, printing, photocopying, faxing and emailing) to support the operational requirements within the organization
- Arrange meetings (including venues), presentations, refreshments, and other requirements for staff in the normal course of business within the company
- Perform any other duties required from you time to time



*mmogo re surrera diphetogo:*

**DEPARTMENT:**  
CORPORATE SERVICES

**To apply for the above post use:**

The application form/Letter must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's licence.

The shortlisted candidates will be subjected to security and reference check

Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered

**ENQUIRIES:**

HR:013 265 8619/16

Switchboard: (013) 265 8600

**Applications should be directed to the below address.**

**Please forward application to:** The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

**OR**Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

**Closing Date: 22<sup>nd</sup> December 2017**

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative action employer and subscribe to principles of employment equity



**MAKHUDUTHAMAGA**

**LOCAL MUNICIPALITY**

*Mmogo re šomela diphetogo!*

**DEPARTMENT:  
CORPORATE SERVICES**

**PHYSICAL ADDRESS**

01 Groblersdal Road  
Jane Furse  
1085

**POSTAL ADDRESS**

Private Bag X434  
Jane Furse  
1085