

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: BUDGET & TREASURY

UNIT: EXPENDITURE

POSITION: ACCOUNTANT (CREDITORS & BANK RECONCILIATION)

Salary

R489 972.00 – R540 984.00 per annum (Level 6)

Qualifications

- Grade 12
- National Diploma/ or BCom Degree in Accounting/ Financial Management or related field

Experience

- 3 - 5 years' working experience preferably in Local Government
- Knowledge of GRAP, GAMAP, MFMA and other accounting policies and regulations.

Requirements

- Valid Code B driver's license
- Computer literacy

Key Performance Areas

- Control of Council's bank withdrawals by ensuring that all expenditures adhere to procurement policy
- Checking of requisitions, orders, good receive notes, invoices, application for cheques by means of controlling calculations, budget control, correctness of budget vote numbers and paying suppliers for services rendered to council
- Control of creditor's section staff member by leading, directing and controlling trade creditors staff members, advising on work procedures and process, checking conformity and production
- Dealing directly with suppliers to ensure smooth running of creditors process
- Balancing of votes and reviewing monthly reconciliation by ensuring that reconciliations balance to the ledger
- Assist Auditors with their queries

CLOSING DATE: 17 September 2025

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 38/2025