DIRECTORATE: FINANICAL SERVICES
Division: Revenue, Credit Control & Customer Care
Section: Cashiering & Customer Care Services
NOTICE NR: 169/2025
X1 CONTROLLER: CASHIERING
Ref Nr: WC0530836/FIN 41

Salary : **T10: R23.167.20 to R30.072.67 pm - R249 598.42 – R323 996.48 pa** (Subject to Task Job Evaluation).

Additional Service Benefits : Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements),13th Cheque and Group Life Insurance

JOB PURPOSE:

To perform specific administrative and accounting procedures involving updating and adjustment of data and information, calculation and posting of revenue data to specific accounts, attending to enquiries and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

MINIMUM REQUIREMENTS:

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial Accounting or Financial Management as a major subject. Computer literacy: MS Office
- Driver's License Code B.
- 0 – 2 year's relevant experience.

COMPETENCIES: MSR Page 270 – Level 1

Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management

- **Professional Competencies:** Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation
- **Personal Competencies:** Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation
- **Management/ Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Supervises activities of staff
- Controlling and checking of cashiers
- Control and Query votes
- Recording and implementation of council tariffs
- Performs specific procedures associated with receipting, reconciliation and posting of income transactional data
- Provide and perform client service delivery and liaise with customers and provides support with respect to specific activities/requirements associated with the functionality
- Recording of bank guarantees
- Opening and recording of incoming mail
- Authorising of pre-paid application formsReporting
- Perform any other related duties as instructed by supervisor

Job Related Enquiries: **Ms. L Oyiya –** 023-4148100/ 8147
General HR Enquiries: **Adriaan Duimpies** – 023-4147549, **Pablo Mokoaleli** - 023 4148197

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to. erecruit@beaufortwestmun.co.za and can be **hand delivered** at the office of the acting municipal manager at 112 Donkinstreet, Midtown, Beaufort West, 6970. Application forms can be obtained from the Municipal website, www.beaufortwestmun.co.za and must reach the Human Resource Department on or before Friday, **19 DECEMBER 2025 at 12:00.**

Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.

Disqualification: Please note that the following will lead to disqualification:
Not using the formal application form.
Non-submission of required documents or submission of fraudulent documents.
Canvassing with Councilors and/or officials with the aim to be appointed.
Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated or under - represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: FRIDAY 19 DECEMBER 2025 at 12H00

BS Jacobs
ACTING MUNICIPAL MANAGER