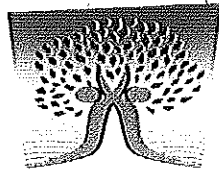


Private Bag X2
GROBLERSHOOP



Kheis
Munisipaliteit
Municipality

Phone: 054 - 8339500
Fax: 054 - 8330690

Finansiële Dienste / Financial Services

Krediteure Klerk (PV6)		Creditors Clerk (PL6)	
Kwalifikasie(s)	Graad 12 Nasionale Diploma (Rekeningkunde): NQF 6-7 Verkieslik: B.Com (Rekeningkunde)	Qualification(s)	Gr 12 National Diploma (Accounting): NQF 6-7 Preferably: B.Com (Accounting)
Ervaring	3-5 jaar ervaring in finansiële bestuur. Kennis en verstaan rakende finansiële rekenaarsstelsels	Experience	3-5 years experience in financial management. Understanding and knowledge of finance computer systems
Steutel Prestasie Areas	<ol style="list-style-type: none"> 1. Akkurate aantekening van fakture in die rekeningkundige stelsel ten einde effektiewe betaling betyds te fasiliteer. 2. Verseker dat fakture deeglik aan magtiging onderwerp word en om dit op 'n daaglikse basis korrek te allokeer na die Voorsiening & Algemene Grootboek rekening. 3. Vergelyk en meet fakture teen bestelklings databasis. 4. Betaling en liassering van alle fakture. 6. Verseker akkurate voorbereiding van maandelikse rekonsillasies van Krediteure se rekeningstate 	Key Performance Indicators	<ol style="list-style-type: none"> 1. Accurately capture invoices in the accounting systems in order to effect payment on time. 2. Ensure invoices are properly authorized and allocate it to correct Supplier & General Ledger accounts on a daily basis. 3. Check and match invoices against orders database. 4. Accurately process invoices in Accounts Payable and post batches daily. 5. Payment of Invoices 6. Accurately prepare Monthly reconciliations of Creditors Accounts Statements.
Aanbeveling	Rybewys	Recommendations	Drivers' License


H.T. Scheepers (Ms): Munisipale Bestuurder / Municipal Manager