

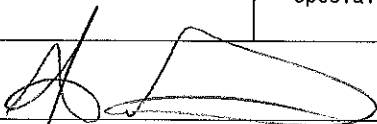
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**! Kheis**  
Munisipaliteit  
Municipality

*Finansiële Dienste / Financial Services*

<b>Debiteure Klerk (PV6)</b>		<b>Debtors Clerk (PL6)</b>	
<b>Kwalifikasie(s)</b>	Graad 12 Nasionale Diploma (Rekeningkunde): NQF 6-7 Verkieslik: B.Com (Rekeningkunde)	<b>Qualification(s)</b>	Gr 12 National Diploma (Accounting): NQF 6-7 Preferably: B.Com (Accounting)
<b>Ervaring</b>	3-5 jaar ervaring in finansiële bestuur. Kennis en verstaan rakende finansiële rekenaarstelsels	<b>Experience</b>	3-5 years experience in financial management. Understanding and knowledge of finance computer systems
<b> Sleutel Prestasie Areas</b>	1. Vordering en prosessering van alle betalings. 2. Opvolg rakende betalings. 3. Rekonsiliëring van alle debiteur rekeninge. 4. Hanteer debiteure navrae. 5. Kompileer debiteure verslae. 6. Kontroleer en balanseer kleinkas	<b>Key Performance Indicators</b>	1. Collections and processing of all payments 2. Follow up on payments 3. Reconciling all debtors accounts 4. Debtors queries handled 5. Debtors reports compiled 6. Controlling and balancing petty cash books
<b>Aanbeveling</b>	Rybewys Moet bereid wees om onmiddellik met verdere studies in die betrokke spesialiseringsveld te begin	<b>Recommendations</b>	Drivers' License Must be prepared to start immediately with further studies in the particular field of specialisation

  
H.T. Scheepers (Mrs): Municipal Manager  
29 January 2016