

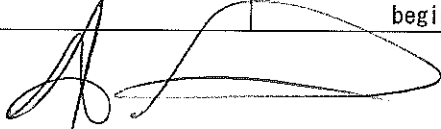
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! Kheis
Munisipaliteit
Municipality

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 rekenaarstelsels	Experience	3-5 years experience in financial management. Understanding and knowledge of finance computer systems
Sleutel Prestasie Areas	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 rekonsiliasies van Krediteure se rekeningstate	Key Performance Indicators	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 Moet bereid wees om onmiddellik met verdere studies in die betrokke spesialiseringsveld te begin	Recommendations	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