

changed stop orders from the various insurance companies, loan companies, telephone accounts, credit control deductions, etc. by capturing the relevant information onto the Payroll System to ensure that the deductions are implemented correctly • Distribute payslips to the relevant departments by grouping various pay points into batches for the salary staff, in order for staff to receive their payslips timeously • Prepare the statistics report and ensure they are send in time • Perform any other duties by taking instructions from the Supervisor to ensure a smooth and accurate flow of work.

**COMPETENCIES: Core Professional Competencies** • Oral Communication • Written Communication • Organisation Awareness • Costing • Financial Reporting • Problem Solving • Planning and Organizing • **Functional Competencies** • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Service Delivery Orientation • Communication • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

	<b><u>DIRECTORATE: FINANCE</u></b>
<b>POSITION</b>	<b>: SENIOR CLERK/CREDITORS</b>
<b>SECTION</b>	<b>: EXPENDITURE</b>
<b>REFERENCE</b>	<b>: FIN/SCC/12/11/24</b>
<b>REMUNERATION</b>	<b>: IN ACCORDANCE WITH JOB LEVEL 8 OF</b>
<b>MERAFONG CITY LOCAL MUNICIPALITY(R 315 352.17 PER ANNUM, EXCLUDING BENEFITS)</b>	

**REQUIREMENTS:** Grade 12 • Computer Literacy: MS Office • 2-5 years of a relevant experience related to administrative and supervisory skills. • A valid Code B drivers license.

**RESPONSIBILITIES:** Ensuring that invoices are correct, duly authorised, internal control process are followed and paid timeously. Reconciliation of creditor statements to invoices and claims. • Analysing expenditure recording processes referring to information detailed in supporting documentation (orders, invoice, etc. • Accurate reviewing approval of invoices in accordance with standard Creditors Payment Policies and Procedure. • Reviewing and approval of creditors payments in accordance with standard Creditors Payment policies and procedures. • Reviewing creditors payment to ensure it is supported by accurately verified (VAT number, amount, order number, duly authorized). • Reviewing reconciliation to ensure it is done accordance with standard Creditors Payment Reconciliation policies and procedures. • Reviewing and approve payment vouchers and cheques. • Ensuring proper filling of vouchers, cheques and invoices. • Reconciliation of supplier accounts, processing of

invoices and creating cheques. • Preparing and capturing of document for creditor account. • Coordinating and controlling sequences associated with the verification and provision of information related expenditure transactions. • Coordinating the recording and processing procedures of expenditure transaction. • Providing information on the status of payments and specific procedural applications.

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	<b><u>DIRECTORATE: FINANCE</u></b>
<b>POSITION</b>	<b>: SENIOR CLERK SCM</b>
<b>SECTION</b>	<b>: SUPPLY CHAIN MANAGEMENT</b>
<b>REFERENCE</b>	<b>: FIN/SCS/13/11/24</b>
<b>REMUNERATION</b>	<b>: IN ACCORDANCE WITH JOB LEVEL 8 OF</b>
	<b>MERAFONG CITY LOCAL MUNICIPALITY(R 315 352.17 PER ANNUM,</b>
	<b>EXCLUDING BENEFITS)</b>

**REQUIREMENTS:** Grade 12 • 3 year Tertiary Qualification, preferably in SCM/Logistics/Procurement Computer Literacy: MS Office•0 – 2 years relevant experience required. • A valid Code B drivers license.

**RESPONSIBILITIES:** Provide clerical support in the implementation of the evaluation process and bid committees. • Provide a filing system and safekeeping of all documentation of the component. • Adhere to acquisition policies and procedures. Effectively manage and coordinate the activities of the Municipal Stores. • Plan, set and co-ordinate inventory minimum & maximum levels. • Check and balance store issues with regard to allocation bins, votes, quantities, etc. • Check and balance requisitions and orders in respect of Stores. • Check goods receipt against orders and delivery notes as required. • Check, verify and certify invoices for payment. • Control issues with regards to fuel. • Supervise monthly closing and balancing of stock lists. - Maintain and control the asset register for the Stores. • Supervision of staff. • Manage asset disposal processes. • Liaise with suppliers and manage vendor performance. • Ensuring execution of Financial Policies, Council Resolutions, etc. • Various reporting functions. • Performing standby duties. • Serve on Bid Specification and Bid Evaluation Committees as and when required. • The successful candidate must ensure that goods distributed are signed for daily and properly recorded. • Ensure supporting documents are neatly and accurately filed for audit and control purposes. • Identify,