

Management • Task Management • Project Management • Financial Process Management • **Public Service Orientation Competencies:** •Interpersonal Relationships • Communication •Service Delivery Orientation • **Personal Competencies:** Action and Outcome Orientation • Resilience • Ethics and Accountability.

**DIRECTORATE: FINANCE**

**POSITION : SUB ACCOUNTANT RECONCILIATION**  
**SECTION : BUDGET AND TREASURY**  
**REFERENCE : FIN/REC/15/10/24**  
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 6 OF**  
**MERAFONG CITY LOCAL MUNICIPALITY( R 424 127.24 PER ANNUM,**  
**EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. • Computer literacy: MS Office .Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, and others as applicable) • 2-5 years relevant experience required • Valid drivers license.

**RESPONSIBILITIES:** Monitoring all banking activities in order to detect irregularities Investigate all transactions in order to prevent fraud. • Providing feedback to the accounting department on how to improve on internal controls, and also pinpoint areas where risks relating to banking transactions can be minimized. • Providing documentation for the purpose of supporting all financial transactions. • Preparing monthly bank reconciliation reports regarding all cash deposits to the bank(s). • Assisting auditors – internal and external – with documentation required for the auditors to do their job satisfactorily. • Performing the reconciliation and verification of accounts regarding cash at hand and cash at bank. • Reconciling and process transactions that are complex in nature. • Maintaining required files, reports, and data • Reconciling and rectify all ledger accounts belonging to customers. • Reconciling accounts that fall into receivable records with the sales invoices. • Maintaining constant contacts with the company’s customers. • Following up all transactions continuously and provide updates to the management. • Adhere to corporate standards and procedures in all reconciliation activities. • Improving personal skill set regarding software proficiency, financial analysis and data processing. • File all prepared accounts in a well-organized manner. • Reconciling discrepancies in different accounts. • Answering customers or clients questions regarding any financial issues. • Performing all other related duties as assigned to meet the needs of the organization.

**COMPETENCIES: Functional competencies:** Accounting. • Procurements • Budgeting. • Financial Management. • Costing. • Financial Reporting. • Financial process Management. • **Professional Competencies.** • Oral Communication. • Written Communication. • Organizational awareness. • Problem Solving. • Planning and organizing. • **Public Service Competencies.** • Interpersonal Relationships. • Communication. • Services delivery orientation. • **Personal competencies.** • Action and outcome orientation. • Resilience. • Cognitive ability. • Learning Orientation



***Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply.*** 