



POST DESCRIPTION: Senior Accounting Clerk – Finance (X1 POSTS)

POST: Salary Level 5

CENTRE: Tshwane South TVET College

REF: 05/10/18

REQUIREMENTS: Grade 12 (financial related subjects) or NC(V) Level 4) certificate and 2 – 5 years' experience or Grade 12 and together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years' experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Knowledge of SAGE evolution will be and added advantage.

DUTIES: Handling of Petty Cash. Capturing of suppliers invoice on SAGE Evolution. Responsible for preparing payments to the suppliers. Responsible for contract payments, monthly reconciliation of creditor's accounts and compiling age analysis. Prepare remittance for suppliers. Distribution of documents to relevant departments. Handling suppliers queries regarding payments. Assist with Internal and External Auditors requests. Assist the financial manager with ad hoc tasks.

ENQUIRIES: Ms. T Molopyane and Ms L Mmesi Tel no: (012) 401 5000

APPLICATIONS: Must be submitted on form Z83, (Public Service Application form), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae.

NOTE:

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, **or** hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

Please take note that correspondence will only be conducted with short- listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

ATTENTION: Human Resource

Closing date: 30 November 2018

HEAD OFFICE

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