

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO 31/2025

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

ASSISTANT ACCOUNTANT: CREDITORS

(Task Grade 10 of a Category 4 Local Authority).

REMUNERATION

An annual salary of **R287 333** is on offer

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS

- Grade 12.
- National Diploma in Accounting
- A minimum of two (2) years relevant experience

CORE RESPONSIBILITIES

- Receiving invoices for the payment of suppliers and verifying the accuracy of the details recorded in the invoices by correlating them with those in the purchase orders and goods received notes duly stamped and signed by the recipient.

- Verifying that the invoice has not already been paid, and preventing erroneous payments by scrutinising all documents submitted, checking in the system, and confirming that payments being made are legitimate.
- Verifying that the invoices are aligned to terms and conditions of contract where services rendered or goods delivered are under contract.
- Authenticating that the invoices are correct regarding the computations and period covered.
- Authenticating that the bank details of creditors reflecting in the invoice correspond with those in the system.
- Verifying the availability and adequacy of funds in the vote to be used for making payment.
- Validating the authenticity of the invoice by confirming the supplier's signature and that of the person who requested the goods or services as correct.
- Authenticating that the VAT registration number of supplier, if a VAT vendor and that of the municipality are reflected in the submitted invoice.
- Requesting statements from creditors to reconcile municipal debt.
- Following up on any price variations between the quotes and the invoice prices to ensure that the municipality is invoiced correctly.
- Verifying and confirming that the creditors are in good standing with SARS and the municipalities before the invoices are processed.
- Facilitating the completion of payment vouchers with the correct amounts and vote numbers and forwarding them to the immediate superior for further processing.
- Reporting any identified erroneous payments e.g., paying the wrong beneficiary, a duplicated invoice or suspected fraudulent payments, to the immediate superior for further action.
- Facilitating the maintenance and utilisation of expenditure data storing systems per applicable standard operating procedures and providing legislation.
- Scrutinising the authenticity of all data relating to expenditure and creditors for capturing.
- Assessing, categorising, and forwarding all data that requires capturing to the immediate subordinates.
- Authenticate the accuracy and reliability of the captured data and bringing to their attention any identified errors for rectifying and cleansing.
- Reviewing all the payment documents, journals and ledgers and certifying the amounts recorded are the same as the amounts that are actually paid to creditors.
- Reconciling payments by comparing the list with the amounts to be paid to the computer-generated report and report any identified discrepancies to the immediate superior for further processing.
- Facilitating the preparation of creditor's statements by comparing the statements with the entries of the creditor concerned in the creditor's ledger.

- Receiving paid vouchers and proofs of payment after electronic payments have been released to be filed per prescribed procedures.
- Receiving and confirming the correctness of all invoices together with all supporting documents relating to payments made to supplier/service providers.
- Authenticating that all payment vouchers and supporting documents received are stamped as "PAID" depending on the systems and processes in use.
- Perusing correspondence, registers and related documents and forwarding them to staff for proper filing and storage.
- Verifying that all batches are properly compiled and confirming that all source documents are attached and all signatories and delegated approvals are in place .
- Facilitating the filling of documents confirming compliance with applicable standard operating procedures and applicable legislative requirements.
- Conducting checks to ensure that all payments historical documents are always safely filed and stored.
- Any other duties as reasonably delegated by Management as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on recruitment@jgdm.gov.za. **No faxed or late applications will be accepted.** Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The "Senior Management application form and Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

M.P Nonjola
Municipal Manager
Cnr. Cole and Graham Street
Private Bag X102
Barkly East
9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039
File No: 4/6/3/8

CLOSING DATE: 30 JUNE 2025



30/05/2025.