UMSOBOMVU LOCAL MUNICIPALITY

Continuously Rising

PERSONNEL VACANCY: UMSOBOMVU MUNICIPALITY

Umsobomvu Municipality, with it's seat in Colesberg, covering the area of Noupoort, Colesberg, Norvalspont and all commercial farming areas, seeks to appoint properly qualified individuals in the following position:

Post: **Cashier / Licencing Clerk (Colesberg)**

Qualifications: Grade 12; Computer literacy, especially on E-Natis, office applications; Ability to communicate in two or more of the local official languages.

Salary: R 110 484.00 to R 143 460.00 per annum plus normal benefits applicable to local government.

Experience: Relevant cashier experience (2-3 years).

Job Purpose: Performs administrative tasks associated with the processing of vehicle licensing and registration applications, receiving and receipting payments for services / products from the public, providing information and explanation on charges and penalties, reconciling total collections against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.

Key Functions:

Clerical / Transactional Functions: Cash Receipting

Processing vehicle licensing and registration applications, by: Interacting with the client and assessing requirements, referring to documentation; Confirming and / or inserting relevant details of ownership and vehicle description, calculating the fees applicable referring to schedules / tariffs; Collecting and receipting payments and issuing electronically generated or manually recorded acknowledgement to the client; Maintaining records of processed applications using alpha-numeric filing sequences; Collating information pertaining to processed/ outstanding application/ fines etc and recording and forwarding data to the immediate superior for perusal and action; Collects and counts payment tendered verifying total against amount due and / or seeking identification, checks recording and processes cheque payments; Issuing receipt reflecting amount tendered and confirms recording with the customer. Ensure

customer enquiries and payment transactions are efficiently attended to and accurately processed in accordance with laid down departmental guidelines.

Cash Reconciliation

Reconciles cash received against receipts issued to customers, by separating denominations and commencing with control counting sequences; Tallying amounts and verifying cash totals to receipts issued; Capturing overnight cheque deposit details, printing receipts against payment tendered and recording transactional details on the cheque prior to submitting for further processing; Verifying cash receipts schedule/ reports against cash / cheque totals with the immediate superior and / or attending and rectifying deviations in recordings or counts prior to forwarding for depositing; Ensure cash received and receipts issued and reconciled, totals confirmed and schedules verified in accordance with laid down departmental guidelines.

Administrative Functions: Documentation/ Recordkeeping

Maintains documentation and records of transactions and procedures, by attaching duplicate receipts and deposit slips to schedules and filing in chronological sequence; Filing of motor registration, license and roadworthy transactions and related documents. Accessing/ retrieving information and records to facilitate resolution of specific enquiries; Ensure recordkeeping procedures are complied with enabling the availability of transactional information for verification purposes. Forwarding verified statements to external authorities (Department of Transport) for processing.

Closing date: 31 July 2020 at close of business.

Application Instructions: Applicants MUST use the official application form and supplement it with a CV together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X6, **Colesberg,** 9795. No faxes or e-mails will be accepted. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.

A.C. MPELA
Municipal Manager

Notice Nr. 37/2020 Date: 16 July 2020