



NKETOANA LOCAL MUNICIPALITY

EXTERNAL / INTERNAL ADVERTISEMENT

The Municipality hereby invites applications from qualified, experienced, innovative, and energetic individuals to apply for the following vacant positions

FINANCE DEPARTMENT

EXPENDITURE CLERK

REMUNERATION: R 219 517.97 per annum level 7/4. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance.)

Requirements: Grade 12. NQF Level 5 in Finance related fields/ N6 Certificate in Financial Management. Computer Literacy. Ability to work on initiative and under pressure.

Bachelor's Degree or National Diploma will be an added advantage.

Experience: 1-2 years' relevant experience (municipal environment).

Key Performance Areas: Receiving and verifying relevant documentation (tax invoices, payment vouchers) for services rendered and ensuring that supporting documents have been attached. Verifying if the relevant head of department has authorized the expenditure by signing the requisition and ensuring that the budget is available to invoke payments. Capturing of payment vouchers through checking authorization for orders, that a Goods Received Note (GRN) has been attached and invoice has been signed by the head of department, processing the payment voucher and coding according to the vote number in the cheque requisition, and capturing the payment voucher in the financial management system. Printing cheques through the specific Financial Management System through verifying that cheque numbers correspond on the system and printed cheque, attaching cheques to vouchers, and writing cheque numbers on the cheque requisitions. Creating an excel spread sheet allocating cheques according to their votes for the Expenditure section for further processing and payments. Attending and responding to customer queries related to their payments. Coding documentation in accordance with internal control procedures using alpha-numeric reference indicators and, updating index and registers. Retrieving and issuing files/ documentation in accordance with requests or information received. Attending to specific procedural applications in respect of archiving old or obsolete records, indexing and recording details of location and contents.

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from the Nketoana Local Municipality website at www.nketoanalm.gov.za.
2. **No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, certified original copies of qualifications not older than 3 months, Identity document, and covering letter depicting the post applied for.** Faxed or e-mailed applications will not be considered.
3. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
4. The successful candidate will be required to sign an Employment Contract on or before assumption of duty and the necessary Disclosure of Financial Interest Forms.
5. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of 90 days after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
6. The municipality reserves a right not to appoint any applicant to this position.
7. A candidate who canvasses for preference will be disqualified.
8. Fraudulent qualifications, information or documents will disqualify any applicant
9. Candidates from the designated groups, including those with disabilities are encouraged to apply.
10. The Municipality will never request money from a candidate in exchange of being awarded a vacant post, we are not selling posts, should such act occur please report it to the Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
11. No subsistence costs will be paid to any candidates invited for interviews.

Application form, Covering Letter with comprehensive CV's and original certified copies of qualifications must be posted to the address below, or be hand delivered at Corner. Church & Voortrekker St, Reitz.

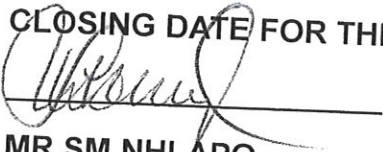
Nketoana Local Municipality

PO Box 26,

Reitz,

9810

CLOSING DATE FOR THE POSITION: 04TH September 2026 @ 13:00


MR SM NHLAPO

MUNICIPAL MANAGER

DATE: 18.08.2026

