



**Tokologo Local Municipality subscribes to the principles of employment equity. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant positions:**

## **INTERNAL ADVERT**

### **CASHIER X 2**

**DEPARTMENT** : Financial Services  
**SECTION** : Revenue Section  
**REMUNERATION** : Grade T5 (R61 560.36 – R79 903.68)

**Requirements:** Grade 12. Or equivalent and basic computer skills and literacy. Relevant experience on general accounting, good communication skills, good interpersonal skills, ability to work under pressure.

**Duties and Responsibilities:** Daily cash receipting, Daily reconciliation and total collection, Providing information and explanation on charges and penalties, Receipting of debtors receipts, Prepaid electricity sales and sundry receipts on daily basis, Register consumer deposits ( include water and sundry), Sundry income register, Documentation and record keeping, Perform tasks/activities associated with the receipt of payments for services from the public, Responsible for the cash float and money receipting, any shortage will payable (sameday) and surplus money be receipted (sameday), Report to the cashier supervisor on a daily basis, Daily cash cheques receipted must balance with the bank deposit, Assist with the bank deposit collected by G4S (deposit PSP), Documentation and record keeping, Perform, Reconciliation of total collections against receipts, Prepare schedules for verification prior to forwarding cash and cheque for banking, Maintain documentation and records of transactions and procedures, Generate applicable reports related to the function, Set an example of good customer service, Adhere to the nine principles of bathopele, Honesty, Reliable, Punctual, Good communication skills.

**Applications should be forwarded to the Human Resources Officer, Mrs T Morena-Saul, Tokologo Local Municipality, Private Bag X 46, BOSHOF, 8340 or hand delivered at the Offices of Tokologo Local Municipality, Cnr. Market Square and Voortrekker Street, Boshof.**

**Faxed or e-mailed applications will not be accepted.**

**Closing Date for application : 21 February 2012, at 16:00**

Applicants are advised that if they have not heard from us within 90 days from the closing date, they should accept that their applications were unsuccessful.

**Adv. L.MA. MOFOKENG**  
**Municipal Manager**