



## **JOZINI MUNICIPALITY (KZ 272)**

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 572 1292 Email: [bnyawo@jozini.org.za](mailto:bnyawo@jozini.org.za) Fax: (035) 5721266

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**POSITION : CASHIER**

**DEPARTMENT : BUDGET AND TREASURY**

**LOCATION : JOZINI MUNICIPALITY**

**JOB GRADE : T6 (90 000.00 ALL INCLUSIVE)**

**REPORTS TO : ASSISTANT MANAGER REVENUE**

**CLOSING DATE : 29 NOVEMBER 2013**

**A vacancy exists for above position**

### **OBJECTIVES**

Performs tasks/activities associated with the receiving and receipting payments for services/product 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 depositing.

### **OUTPUTS**

- Receiving payments against services rendered from the public.
- Communicating with the customers and attending to specific payments or sale enquiries and or providing information on tariffs.
- Calculating balances and explaining transactional recordings and penalties applicable and providing information on specific products/services e.g. hall hiring tariffs collections and counts payment tendered verifying total against amount due and seeking identification, checks recording and processes cheque payments.
- Issuing receipt reflecting amount tendered and confirms recording with the customer.
- Reconciles cash received against receipts issued to customers.
- Separating denomination and commencing with control counting sequences.
- Tallying amounts and verifying cash totals to receipts issued.
- Capturing overnight cheque deposit details, printing receipts against payments 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 attending and rectifying deviations in recordings on counts prior to forwarding for depositing.
- Performs related duties as may be assigned
- Reconciles daily the cashiering records



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### **COMPETENCIES**

#### **Skills and Knowledge**

- Acceptable mathematics skills to accurately count money
- Ability to maintain courteous and helpful working relationships with the public of all ages
- Must be able to work effectively under direct supervision
- Must be able to follow verbal and written instructions from supervisor(s)

### **REQUIREMENT**

#### **Qualifications**

- Financial Diploma or equivalent qualifications (NQF Level 6)
- Computer literacy
- Driver's licence

#### **Experience**

- At least 1-3 years' experience relevant experience
- Experience with money handling would be an added advantage

The Jozini Municipality approved Employment Equity Plan and Targets will be considered as part of recruitment process.

All applications should be accompanied by a comprehensive CV, together with certified copies of qualifications, ID copy, and Driver's licence are to be forwarded for attention of the Human Resource Manager of Jozini Municipality at Private Bag X028, Jozini, 3969 or hand delivered to Jozini Municipality Offices, Circle Street, Bottom Town, Jozini, 3969.

Incomplete CV's will not be considered and **FAXED AND EMAILED APPLICATION WILL NOT BE ALLOWED.**

**Approved by Municipal Manager Yes/ No**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Mr. B. NTULI MUNICIPAL MANAGER**