

My Job Search

Debtors Clerk job vacancy at Department of Higher Education and Training

Administrator ,Butterworth, Eastern Cape, South Africa



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



VACANCIES

Estimated Salary: R202 233 per annum

Debtors Clerk

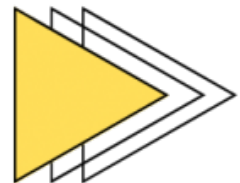


CENTRE: KING HINTSA TVET COLLEGE

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Closing: 02 June 2023



Description

The Department of Higher Education and Training is hiring and invites applications for the vacancy:
DEBTORS CLERK REF NO: KHC/2023/F/DC (Permanent).

Closing date: 02 June 2023

Salary: R202 233 per annum (Level 05)

CENTRE: King Hintsa TVET College

REQUIREMENTS: Grade 12/NCV L4 or Equivalent. Minimum of 1-year relevant working experience in Financial Accounting will be an added advantage.

Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.

DUTIES: Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification, and approval (internal control), Process invoices (e.g., Capture payments), Collect cash, receive and capture cash payments as well as file all documents.

Perform Salary Administration support services inclusive but not limited to: Receive salary advice, Process advice (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc).

Perform bookkeeping support services: Capture financial transaction, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

APPLICATIONS: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsu TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

NOTE/ Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents.

Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed).

Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process.

Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert.

Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered.

The Department does not accept applications via email or fax.

Advertiser details

Name	MyJobSearch
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Email	info@myjobsearch.co.za
Address	Butterworth, Eastern Cape, South Africa

More details

Company Name	Department of Higher Education and Training
Advertised By	Agency
Job Type	Full Time
Language	English
Gender	Male
Drivers Licence	None
Highest Education	Matric
Salary	202233 per annum
Link	For more information click here