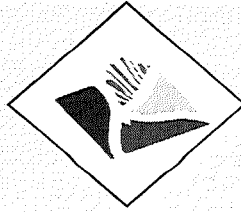


VACANCY VAKATURE



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

**RE-ADVERTISEMENT
INTERNAL CIRCULATION
(DIRECTORATE: FINANCIAL SERVICES)
CASHIER**

**REFERENCE 149/2025
PERMANENT APPOINTMENT**

Salary : R 158 813.76 – R 206 160.24 per annum (T6)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque

REQUIREMENTS

(Related proof / documentation must accompany application)

- Grade 12/Matric certificate.
- National Higher Certificate (NQF Level 5) Finance/ Cashier certificate will be an added advance.
- Proven experience in a cashier or customer service role.
- Strong numerical skills and attention to detail.
- Proficiency in Microsoft Office Suite.
- Excellent communication and interpersonal skills

KEY PERFORMANCE AREAS

- Receive money on behalf of the Municipality.
- Correct payment allocation.
- Capture direct deposits (EFT Payments), internal payments.
- Balance daily transactions with cash and cheques received and prepare daily deposits.
- Deal appropriately with cancelled receipts.
- Daily filing and storing of relevant source documents.
- Issue prepaid and document sales.
- Balance pre-paid sales.
- Balancing cash drawers and preparing daily deposits.
- Assists with auditor enquiries.
- Perform other related duties as assigned.

ENQUIRIES: MS. R NEL (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to hrrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at www.kannaland.gov.za and must reach the Human Resources section on or before 15 December 2025 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

Disqualification:

Please note that the following will result in disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing with Councillors.**
- 3. Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

CLOSING DATE: 15/12/2025

MUNICIPAL MANAGER: ADV D SEREO