Ubuntu Municipality

EXTERNAL VACANCY

NOTICE NUMBER:15/2025

DIRECTORATE: FINANCIAL SERVICES

CASHIER-RICHMOND MUNICIPALITY

Ubuntu Local Municipality with its headquarters in Victoria West, invites suitable qualified candidates to apply for the above-mentioned position. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

REMUNERATION: T5 salary scale (R 150 372- R 194 256) P/A

BENEFITS

- 13TH Cheque
- Long Services Bonus
- Housing Allowance
- Medical Aid Allowance
- Any other applicable benefits as stipulated in the Conditions of Services

DURATION OF EMPLOYMENT: PERMANENT

MINIMUM REQUIREMENTS:

- Grade 12, or equivalent
- Basic computer skills and literacy.
- Must have at least 2 – 5 Years working experience as a cashier
- Relevant experience on general accounting
- Good communication and interpersonal skills
- Ability to work under pressure
- Honesty, reliability, punctual.
- No criminal Record and or previous financial transgressions against yourself
- A qualification in Finance will be an added advantage

KEY PERFOMANCE AREAS

- Daily cash receipting
- Be responsible for the bookings of the halls and other facilities, grave sites sales.
- Daily reconciliation and total collection.
- Providing information on charges and penalties
- Receipting of debtors' receipts.
- Prepaid electricity sales and sundry receipts on daily basis.
- Register consumer deposits (include water and sundry).
- Perform tasks/activities associated with the receipt of services from the public

- Report to the cashier supervisor on a daily basis.
- Assist with the bank deposits.
- Documentation and record keeping
- Prepare schedules for verification prior to forwarding cash and cheque for banking
- Adhere to the Eleven principles of Batho Pele.

PLEASE NOTE: Applications can be emailed to **recruitment@ubuntu.gov.za**. A covering letter clearly stating the position you are applying for; certified copies of academic qualifications and a copy of your CV must be accompanying your application.

Interested persons are requested to forward a comprehensive Curriculum Vitae together with certified copies of qualifications to the Municipal Manager, Ubuntu Local Municipality, 78 Church Street, Victoria West, 7070.

Enquiries may be directed to the HR Officer: Ms. Tieties on 053 621 0026 during office hours between 07:30 – 16:15.

CLOSING DATE: 05 December 2025 @ 16H00

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful
- ❖ No late applications will be accepted.
- ❖ No applications will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates

APPROVED BY:

MRS. LS ITUMELENG
MUNICIPAL MANAGER

UBUNTU MUNICIPALITY
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2025 -11- 18
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