



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**CASHIER/ CLERK (KLAPMUTS)
REVENUE AND EXPENDITURE
FINANCIAL SERVICES
REF: FS/RE/REV/CMC/SBC/12**

The successful candidate will report to the Principal Clerk: Cash Control

Minimum Requirements: Grade 12 • 1 years' relevant experience • Computer literate in MS Office, Outlook, Internet.

Other Requirements: Ability to work under pressure and adhere to strict deadlines • Good communication skills in at least two of the three official Western Cape languages (Afrikaans, English, Xhosa) • Good interpersonal and Customer Service skills • Work overtime when required • Accuracy • Able to calculate and reconcile income • Attention to detail • Customer orientated.

Responsibilities/Duties: Perform daily receipting procedures to ensure capturing of all revenue on the receipting system • Ensure all receipting transactions are captured effectively and correctly • Daily balancing of the cash register and depositing of cash and debit/credit cards • Ensure that all receipting and relating documents are secured and accounted for • Attend to Client Enquiries and general administrative duties • be Safety conscious.

Added Advantage: Valid Code B Driver's License.

Job related enquiries: Mr. Pieter Wagener 021 808 8531

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059 or Ms. Lisa Patience 021 808 8064

Salary: R 155 993.13 – R 201 493.14

Plus benefits

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Closing date: 07 October 2026



Stellenbosch Municipality is an Equal Opportunity employer. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za The Council reserves the right not to make an appointment and to add/amend/change the salary package.
