STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR CLERK: BANK RECONCILIATIONS
FINANCIAL STATEMENTS, COMPLIANCE AND REPORTING
FINANCIAL SERVICES
REF: FS/FM/SR/02

Minimum Requirements: Grade 12 ● 0 - 2 years' relevant experience required ● Computer literacy in MS Office applications.

Other Requirements: Sound interpersonal and conflict management skills ● Ability to work under pressure ● Strong communication skills (speak and write) in at least two of the three official languages of the Western Cape ● Working knowledge of relevant legislation ● Excellent analytical skills, accuracy, and attention to detail ● High level of confidentiality must be observed ● Willing to work overtime.

Responsibilities: Responsible for the effective cash management in according to the rules and regulations set by the Municipal Finance Management Act to ensure sustainable management of cash resources ● Administer the bank accounts of Stellenbosch Municipality to comply with the cash requirements ● Compile bank reconciliations to ensure control over bank accounts and cash book.

Job related enquiries: Ms Julia van der Heyde 021 808 8598

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

Salary: R 187 574.28 – R 243 479.40 **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 December 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.