



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3HOPETOWN8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

INTERNAL ADVERTISEMENT

NOTICE NO: 63/2026

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

Payroll and Expenditure Officer: Reference Number: 63/2026/01/10/2026

DIRECTORATE: FINANCE DEPARTMENT

DIRECTORATES : FINANCE DEPARTMENT

PLACE OF WORK : HOPETOWN (HEAD OFFICE)

DURATION : PERMANENT

**SALARY LEVEL : TASK GRADE 10 NOTCH 1 (R319 295.16 per annum), plus,
normal fringe benefits applicable to local government.**

Minimum Requirements:

- National Diploma in Accounting (NQF Level 6)
- Computer Literacy – Office applications and Excell
- Interpersonal skills
- Accounting skills
- Communication skills
- Ability to work with figures
- Attention to detail

Job Purpose:

To co-ordinate the application of procedures and sequences associated with administration and processing of the payment of creditors and a client enquiry service and other related processes within the Creditors sub-section.

Key Performance Areas:

- Checking and verifying source payment documentation against receipts/ delivery notes.
- Querying and resolving deviations with respect to quantity supplied and unit charges with internal departments/ personnel or supplier.
- Attending to the processing of entries and/ or approved adjustments and posting to specific ledger accounts.

- Reconciling general and statutory account balances against statements and generating reports detailing the status of creditor accounts for analysis purposes
- Maintaining and/ or adjusting payroll parameters/ fields on the system with regards to statutory deductions, rates of pay, transfers, etc.
- Capturing salary and wage information for employees/ councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences.
- Preparing, extracting and validating payroll reports and proceeding with the printing of payslips upon approval.
- Attending to the payment of salary / allowances, completing bank deposit instructions and/ or posting of payment notification/ advice.
- Reconciling statutory payments, deductions and allowances and attending to the preparation and circulation of tax certificates.
- Addressing queries related to deductions and allowances and provides explanations to calculations/ adjustments based on information pertaining to amendments to benefit administration fund rules.
- Completing application/ claim forms with respect to medical, insurance and/ or other related benefits for members upon engagement and/ or termination of services.
- Advising and guiding members on specific criteria and procedures in respect of member benefits
- Extracting reports detailing allowances, overtime and stand by payments and submitting to the immediate superior for perusal and circulation.
- Activating and processing journal entries to reflect specific adjustments to salary and benefit accounts upon approval.
- Performs bank reconciliation
- Compile and submit monthly PAYE and VAT- returns/claims/payments to SARS.

The competency level for this position is found at level 1 as stipulation in Annexure A of the municipal staff regulations Notice No 89 as promulgated in Government Gazette 45181 dated 20 September 2021.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward (or email their application to recruitment@tlm.gov.za) a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Senior Manager Corporate Services, Mr Lwazi Khapha at 053 2030 005/8 or manfs@tlm.gov.za.

Closing date: 09 October 2026 at 16h00

**Kealeboga G Gaborone
Municipal Manager
Thembelihle Municipality
PO Box X3
HOPETOWN
8750
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
-

- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
 - No applications will be considered without certified copies of the original documents of qualifications.
 - The Council reserves the right not to appoint.
 - Correspondence will be limited to short-listed candidates.
-