



Siteki Town Council

P.O Box 57

Siteki

L300

Tel: (00268) 2343-4408/485

Fax: (00268) 2343-5152

Email: [lindie@stkouncil.co.sz](mailto:lindie@stkouncil.co.sz) / [info@stkouncil.co.sz](mailto:info@stkouncil.co.sz)

## **EXTERNAL ADVERT – CASHIER**

Siteki Town Council invites applications from suitably qualified and motivated candidates to fill the position of Cashier.

<b>Job Title</b>	Cashier	<b>Grade</b> : B5
<b>Department</b>	Finance	
<b>Direct Report</b>	Accounts Officer Revenue	
<b>Main Purpose of the Job</b>	To accurately receive, process, and record daily financial transactions from the public—such as service charges, taxes, and permit fees—while ensuring proper allocation to accounts, compliance with financial regulations, and providing excellent customer service	
<b>Job Duties</b>	<b>Tasks</b>	<b>Description</b>
	1. Revenue Collection	<ul style="list-style-type: none"> <li>• Processing payments for services, rates, and, deposits in cash or via electronic means.</li> <li>• Accurate receiving of cash</li> <li>• Receive payments for rates, utilities, licenses, rentals, and other Council services.</li> <li>• Issue official receipts for all monies received.</li> <li>• Record transactions accurately in the financial system.</li> <li>• Balance daily cash collections against system reports</li> </ul>
	2. Accuracy & Reconciliation:	<ul style="list-style-type: none"> <li>• Balancing cash and, daily Takings against records and, ensuring receipts are issued for, every transaction.</li> <li>• Maintaining accurate, financial records in compliance with, Council policies.</li> <li>• Banking of cash the next day</li> <li>• Report any cash shortages or overages immediately.</li> <li>• Safeguard cash, cheques, and other payment instruments.</li> </ul>

**Councillors:** *Cllr Bongisipho Dlamini: (Mayor), Cllr: Bongisipho Dlamini (Deputy), Cllr Buyisakuthula Matsenjwa : Cllr Simphiwe Dlamini Cllr: Thulani Dlamini, Cllr: Leslee Way, Cllr: Musa Simango, Cllr: Dudu Mthethwa, (Secretary / CEO).*



		<ul style="list-style-type: none"> <li>• Prepare daily cash-up reports</li> </ul>
	Banking	<ul style="list-style-type: none"> <li>• Prepare daily banking summaries.</li> <li>• Assist in preparing deposits for banking.</li> <li>• Ensure all funds collected are banked intact and promptly</li> </ul>
	3. Customer Service	<ul style="list-style-type: none"> <li>• Provide courteous service to residents and stakeholders.</li> <li>• Respond to billing and payment inquiries.</li> <li>• Direct complex financial queries to the relevant department</li> <li>• Knowledge of managing transactions with customers using cash register or ACCPAC</li> </ul>
	Record Keeping	<ul style="list-style-type: none"> <li>• Maintain accurate records of all transactions.</li> <li>• File copies of receipts and supporting documents properly.</li> <li>• Assist auditors with requested documentation.</li> </ul>
	Compliance	<ul style="list-style-type: none"> <li>• Adhere to Council financial policies.</li> <li>• Comply with internal controls and audit requirements.</li> <li>• Follow anti-fraud and anti-corruption procedures</li> </ul>
<b>Qualifications &amp; Experience</b>		<ul style="list-style-type: none"> <li>• Degree in Accounting, Finance or relevant</li> <li>• At least 3 years' experience in cash handling or finance environment.</li> <li>• Computer literacy (financial systems; ACCPAC, Microsoft office,)</li> </ul>

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<b>Key Competencies</b>	<ul style="list-style-type: none"><li>• High level of honesty and integrity.</li><li>• Good communication skills.</li><li>• Ability to work under pressure.</li><li>• Customer service orientation.</li><li>• Accountability</li><li>• Strong numerical accuracy.</li><li>• Attention to detail.</li></ul>
<b>Remuneration</b>	<ul style="list-style-type: none"><li>• Remuneration will be in accordance with Council conditions of service</li></ul>
<b>How to Apply</b>	<ul style="list-style-type: none"><li>• Interested candidates should hand deliver or email a written application letter, certified copies of academic certificates, and a detailed CV to : The Human Resources Officer Siteki Town Council P.O. Box 57 Siteki Email: <a href="mailto:siphiwosami@stkouncil.co.sz">siphiwosami@stkouncil.co.sz</a> Closing Date: 24 April 2026</li></ul>

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