



JOBURG CITY THEATRES REQUIRE A

FINANCE CLERK [REF: [FC/ST/17]

TO REPORT DIRECTLY TO THE GENERAL MANAGER

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre in order to provide the integrated management of world class African theatre venues and a high quality entertaining, innovative and inclusive programme which serves the diverse communities of the City of Joburg in support of Joburg 2040.

A Finance Clerk position is available for an achievement-orientated individual with initiative and a commitment to give substance to this vision.

Purpose of the position: This position is to coordinate and take part in the proceedings of bid specification and evaluation meetings in compliance with procurement policies and practices with applicable Treasury Regulations, Constitution, Preferential Procurement Framework Act and other various regulations.

Key responsibilities will include, but not limited to:

- Assist in the efficient and effective support of BBBEE, SMME and Cooperatives in the procurement process.
- Responsible for preparation of petty cash reconciliation; purchase order requisitions; acquisitions of quotations; deviations; pastel procuring; monthly and weekly invoices.
- Responsible for Supply Chain Management process
- Responsible for checking the validity of all suppliers registered to determine if SARS tax clearance is valid.
- Ensuring proper implementation of Preferential Procurement Policy, Supply Chain Management Framework and BBBEE.
- Calculating points in terms of the Preferential Procurement Policy Framework Act and Regulations for goods and services.
- Administering skills in planning and ability to maintain an efficient filing system
- Participating in various meetings (Council, internal and external forums) presenting proposals, consolidated project reports and providing comments /opinions on matters affecting or concerning specific divisional outcomes.
- Prepare show settlements and submit to the head office for review supported by auditable reports.
- Compile a register of deposits by tenants.
- Calculation of Tickets sales, Webticket Reporting for FOH Expenditure reports for all departments.
- Deposit cash takings i.r.o Rentals and Ticket purchases Communicating with relevant internal departments Supply Chain Management

Minimum Requirements:

- Grade 12
- Degree/Diploma in Finance / Public Administration and/or Supply Chain Management qualification
- A minimum of 3 years' experience in the supply chain management.

- Knowledge and understanding of Government procurement regulations, PFMA and Treasury Regulations.
- Computer literacy is essential;

Skills required:

- Good interpersonal skills in dealing with public,
- Have good verbal and written communication skills,
- Resolve conflict

The position is available immediately. A market related package will be negotiated.

Interested persons are requested to send a cover letter and detailed CV to:
Mr. Thomas Sadiki, Human Resources Manager, Joburg City Theatres
jobapplications@joburgtheatre.com (*please quote the reference number*)
Enquiries: (011) 877 6821

CLOSING DATE: 14 JUNE 2017

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets.
Preference will be given to designated groups including people with disabilities.

JCT reserves the right not to make an appointment.

Applications must contain at least 2 referees. Please ensure that applications are accompanied by certified copies of qualifications as per job requirements. Certified copy of Identity document is a prerequisite.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.