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| **JOB TITLE**: Senior Office Administration Assistant  (Accounting) (1) | | **SALARY GROUP**:B5, Junior Official | | | | **LOCATION**: Germiston | | | | | |
| **DEPARTMENT**: Customer Services : Gauteng | | **POST NUMBER**: | | | | **REFERENCE**: R&S/Cust-Serv/SOAA/442/08/14 | | | | | |
| **MISSION:** To ensure compliance to the Cash Arrangements by monitoring the activities of subordinates and supervising them accordingly | | | | | | | | | | | |
| **OUTPUTS**: | Protect income / Petty cash / Daily monthly reports / Problem solving. | | | | | | | | | | |
| **KNOWLEDGE:** | **SKILLS:** | | **ATTITUDES:** | | | | | **CAPABILITIES:** | | | |
| * Understanding the basic principles of accounting * TIM and PTIM (Ticket issuing machine) * Accounting instructions * Cash arrangements, including cash in transit * Understanding of station layout * Company rules and policies * Relevant legislation of Act 85 * Know train fares | * Computer literate * Telephone etiquette * Communication skills * Listening skills * Interpersonal skills * Report - writing | | * Punctuality * Accuracy * Responsible and reliable * Dedicated and committed * Confidentiality * Honesty and integrity * Able to work under pressure | | | | | **Minimum Requirements** | | | |
| * **Matric / Grade 12 with Accounting** * **Computer Literate (Excel/MS Word)** * **Management Information System (MIS)** * **Previous experience in accounting duties in Customer Services will be an advantage** * **e.g Ticket Official and Ticket Sales Agent** | | | |
| Please apply by using a internal application form and submitting this together with your complete CV to:  THE HUMAN RESOURCES MANAGER, RECRUITMENT AND SELECTION,   * **Gauteng North – Room 231 Pretoria Station Building - Pretoria** * **Gauteng South – Room 606 Metropark Building - Johannesburg**   TELEPHONE: 011-774-4677 / 33187 / 36640 / 36617/ 38646 | | | | | | | | **CLOSING DATE**:02 September 2014  **If you have not been contacted by this office after 3 months of the closing date of the advert consider your application unsuccessful** | | | |
| **ISSUED BY MANAGER (HR) / RECRUITMENT AND SELECTION** | **As per WITS METRORAIL’S Employment Equity Plan, this position is earmarked as follows:** | | MALE | | | | | **FEMALE** | | | |
| **African**  **X** | **Indian**  **X** | **Coloured**  **X** | | **White**  **X** | **African**  **X** | **Indian**  **X** | **Coloured**  **X** | **White**  **X** |