

COMPANIES AND INTELLECTUAL PROPERTY REGISTRATRION OFFICE (CIPRO)

Companies and Intellectual Property Registration Office (CIPRO), a member of the dti, is South Africa's custodian of information on Intellectual Property, Companies and Close Corporations as well as Co-operatives. In pursuit of achieving our vision of becoming the "gateway to formal economic participation", CIPRO is transforming into a world class organization. CIPRO is a trading entity in terms of the PFMA.

APPLICATIONS : To apply for the post please go to: <http://www.cipro.drm-za.com/>
CLOSING DATE : 30 June 2009
NOTE : Please note that no faxed, e mailed or hand delivered applications will be accepted. It is expected of candidates to be available for selection interviews on a date, time and place as determined by CIPRO. If you have not heard from us within four weeks of the closing date, please accept that your application was unsuccessful. The successful candidate will have to sign a Performance Development Agreement (PDA) with the employer and will be required to undergo a security clearance.

OTHER POSTS

POST 24/02 : **SENIOR ACCOUNTING CLERK: CASHIER**

SALARY : R94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate (Grade 12) or/and National Diploma will be an added advantage Knowledge: Must possess knowledge of, and have experience in cash handling and balancing procedures. Skills: Must possess computer operation and keyboarding skills, specifically in financial applications, word processing and Excel spread sheeting. Possess written communication skills to complete general correspondence.

DUTIES : Create, implement and maintain structures and procedures to ascertain compliance and minimize risk. Effective and accurate processing of telephone account payments and Petty cash. File monthly statements in an alphabetical order. Maintenance of files and statements to ensure easy access, future reference and the audit trail. Count money in cash drawers to ensure that amounts are correct and that there is adequate change. Performs other duties as required The administering of general payments Accurate monthly reports in respect of the following: Outstanding petty cash advances. Petty cash issued to CIPRO officials. Telephone / Cell phone schedules. Perform weekly follow up of salary deductions and report on outstanding receipts. The reconciliation of petty cash. Capture expenditure journals, petty cash expenditure. Collect petty cash debt and report to management. Reconciliation and replenishment of petty cash and correct allocation of expenditure. Obtain from the bank, Petty cash, Revenue, and General Ledger Statements. The administering of telecom accounts. Receive accounts and update spreadsheets. Send out accounts to CIPRO Managers Receive and capture payments on ACCPAC, Follow up and report on outstanding accounts, Create debtors on ACCPAC Create and train CIPRO supervisors on procedures (best practices) to control within CIPRO, Create telephone debtors on ACCPAC

ENQUIRIES : Ms Lebogang Seropeng (012 394 5337)