ADVERTISEMENT

Limpopo Tourism Agency (LTA) is a schedule 3C parastatal mandated in terms of Limpopo Tourism Act of 2009 to amongst other things promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing), support and facilitate tourism development programmes, collaborations with stakeholders and sector transformation. The mandate of the entity incorporates the investment and trade promotion of the destination Limpopo. LTA as an environment that encourages innovation, creativity and self-management, has the following challenging position at their Head Office in Polokwane. Limpopo Tourism Agency is an equal opportunity employer committed to the achievement and maintenance of diversity as well as employment equity. WOMEN and PEOPLE WITH DISABILITIES are encouraged to apply

Post : Accounting Clerk
Ref No. : 005/26
Salary : R 427 816 (Total cost to Company Salary including benefits: Not Negotiable)
Reporting: The Position reports to the Manager Budget and Treasury

ESSENTIAL REQUIREMENTS OF THE POST

Qualification
Diploma in Accounting / Finance or related field
Computer literacy in MS Office, Operational Software (*attained within 6 months of appointment*)

Work Experience

- 1 year relevant experience
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems
- Good knowledge and understanding of SAGE evolution
- Attention to detail
- Interpersonal skills

JOB PURPOSE

To provide a bookkeeping and clerical service to budget and treasury management in the Agency

DUTIES OF THE POST

Receiving invoices:

- Handle receiving invoices, and other financial documents.
- Record all legitimate invoices received in the invoice register and stamp them with the date stamp.
- Match invoices received with relevant documentation for processing on the system and payment.
- Process the legitimate invoices on the pastel system.
- Follow up all outstanding invoices before month end.
- Check and prepare staff / board claims for payment
- Maintain systematic filing of payment documentation, including requisitions, invoices, and proof of payment
- Communicate with suppliers to resolve any billing discrepancies

In order to ensure that all creditors' details are captured accurately and on time

Payments:

- Prepare suppliers and staff payments timeously and submit them to the manager/ senior manager budget and Treasury.
- Report on all possible unwanted expenditure or discrepancies on the invoices.
- Ensure that invoices are paid with the stipulated period.
- Update the invoice register with paid invoices.
- Compiled invoice report

Monthly reconciliations and banking:

- Prepare GL control accounts and creditors reconciliation
- Prepare control accounts and perform monthly reconciliations on scheduled dates
- Reconcile bank accounts weekly and ensure all ledger and bank statement entries are accounted for

In order to ensure financial records are accurate and reliable

Personnel expenditure and payroll:

- Obtain the payroll file and process the salary payments
- Check supporting documentation for correctness
- Reconcile subsistence and other staff and Board members' claims
- Capture salaries timeously to ensure that all employees receive their salaries or wages on time
- Record salary expenses on the financial system
- Process statutory and third party payments

In order to ensure payments are done timeously and updated for each payroll run.

Record keeping:

- Maintain proper filing system for record keeping
- Provide supporting documents and information for audit and management reviews

To provide data for all expenditure entries for project financial management

Perform any other related duties as instructed by the Manager

ENQUIRIES: Ms. K.A Chauke – 064 870 1156
APPLICATIONS: accountingclerk@golimpopo.com

Notes: Applications, together with a concise CV, Certified copies of certificates and ID copy can be emailed or hand delivered at ERF 92/688, Portion 2, Southern Gateway EXT 4, N1 Main Road, Polokwane for the attention of the Acting Chief Executive Officer.

All attachments for email applications must include an application cover letter, CV and copies of qualifications in PDF format and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post, where provided. JPEG (picture/snapshot) application will not be accepted.

Closing Date: 05 November 2026

PLEASE NOTE: Appointable candidates will be subjected to personnel suitability checks (Verification of qualifications and criminal record checks). Applicants with foreign qualifications must attach certified copies of certificates of evaluation by the South African Qualification Authority (SAQA).
If you do not receive any response within three months, please accept that your application was not successful.
The entity reserves the right not to make any appointment to this position.