



The Western Cape Gambling and Racing Board is a statutory body established primarily to regulate and monitor the gambling, horse racing and betting industry in the Western Cape. **The Board invites applications for the following vacant position:**

**FINANCIAL OFFICER – REVENUE**

**Remuneration:** 398 446.20 p. a (Including 13 Cheque)

**Minimum requirements are:** A three-year diploma in Financial Management with a minimum of five (5) years' financial management / accounting experience in a similar environment. Extensive financial bookkeeping and audit experience.

Previous supervisory experience in the finance department and sound knowledge of computer applications, MS Word, Excel, Outlook, Dynamics Great Plains at an advance level.

**The duties attached to this position include:** Timeous recording of all revenue, accounts receivable including trust and security fund transactions. Adequate reporting on revenue, accounts receivable and funds held by the Board. Timeous collection of all monies due to the Board. Ensuring a master file is opened for each new debtor of the Board in accordance with the prescripts set by the Board. Produce reports on receivables and revenue.

**The Board is looking for** a hardworking, independent person with drive and initiative, who pays attention to detail and will be able to function effectively with people on all levels. In order to be successful this candidate must have excellent communication skills, time management, problem solving/ conflict handling skills, negotiation skills, organizational and analytical skills, must be able to work under pressure and be fluent in English. This person will work with confidential information and must therefore be of high integrity, and be prepared to be subjected to periodic external probity investigations.

**To apply for this position, please forward your comprehensive CV and covering letter of motivation to [hr@wcgrb.co.za](mailto:hr@wcgrb.co.za)**

Enquiries: Ms Sweetness Sixubane on 021 480 7401.

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) weeks of the closing date, please accept that your application has been unsuccessful. The Board reserves the right not to make an appointment.

The Board supports both employment equity and affirmative action as contained in its employment equity plan and affirmative action policies and targets and the position will be filled in accordance with the relevant plan and policies.

Closing Date:  
16 November 2020

