

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

ACCOUNTANT: INCOME

Salary: R 240 189, 84- R 314 164, 17 P/A (Benefits include Medical Aid, Housing, Pension Fund and Travelling Allowance)

REQUIREMENTS:

- National Diploma in Accounting, Economics, Cost&Management Accounting or Financial. (NQF Level 6)
- MFMP/CPMD
- Relevant experience 3-4 years
- Computer literacy
- Applicable knowledge of local government in finance and experience in local government.

SKILLS: Communication skills, people management skills, report writing and Good Verbal skills, numeracy and Microsoft packages

RESPONSIBILITY

- Analyzing and aligning operating capacity and capabilities of the section to deliver against specific key performance
- Co-coordinating and control of accounting procedures, verification, reporting, processing and reconciliation of income accounts and budgeting.
- Studying revenue generation and collection trends and forecasts and, preparing revenue estimates
- Monitoring debtor age analysis to determine progress with recovery and/seeking reasons for non-compliance
- Directing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reconciliation of revenue accounts and the preparation of financial reports reflecting the Municipality's income status
- Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences
- Issuing rates certificates
- Billing and rates analysis
- Maintaining debt collection rate
- Supervision of revenue staff
- Income collection and reconciliations
- Interacting with internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustment and allocation of Expenditure Accounts.
- Assist with the compilation of annual budgets
- Ensuring policies and complied with by practically exercising the provisions of the relevant policies.

Enquiries in respect of the above position should be directed to the Manager: Finance @ 036- 448 8000 during office hours

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment (available on the municipal website) should be sent to:
OKHAHLAMBA MUNICIPALITY, P.O. BOX 71, BERGVILLE, 3350**

NB: No fax and Email application will not be considered.

*The closing date for applications is the **24th of July 2017, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.*

**SD SIBANDE
MUNICIPAL MANAGER**