



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging position of

DEPARTMENT: FINANCIAL SERVICES
DEVISION: REVENUE
ACCOUNTANT BILLING AND CUSTOMER CARE
Ref: ABCC/03/23

MINIMUM REQUIREMENTS

- A Grade 12
- 3-Year's National Diploma / Degree in Financial Management / Accounting / Business Management (Accounting as a Major subject) or Equivalent relevant qualification
- A Valid Drives License
- 3-4 year's relevant experience

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Customer Care
- Good Accounting skills
- Good Supervision Skills
- Be Computer Literate

RESPONSIBILITIES

- Monitor the downloading of water and electricity meter readings on the Financial Management System using the hand held devices.
- Ensure accuracy on processing the readings on Financial Management System for billing purposes.
- Do verification on all other readings picked up by the Financial Management System.
- Ensure accuracy on processing the readings on Financial Management System for billing purposes.
- Submit billing reconciled billing data for the purpose of billing consumer's water and electricity
- Monitoring Consolidation and balancing of income transactional information to facilitation the production of financial statements.
- Anylise pre-billing data report before conducting a final billing.
- Manage the process of opening and closing consumer accounts
- Assist in resolving challenges faced by meter readers
- Monitoring Data cleansing and verification on all consumer accounts

Remuneration: Level 4 (R421 320) pa excluding benefits)

CLOSING DATE & TIME 27 JANUARY 2023 @12h00

Enquiries: Mr. Siyabonga Mbatha or Mr. Wandile Ngwenya 017 2850 200

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality Reserves the right not to make an appointment.

AZ Mthethwa
Acting Municipal Manager