



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 CREDIT AND DEBT CONTROL
Ref: ACDC/02/23

MINIMUM REQUIREMENTS

- A Grade 12
- 3-Year's National Diploma / Degree in Financial Management / Accounting / Business Management or Equivalent relevant qualification
- A Valid Drivers License
- 3-4 years' relevant experience in the field of the post

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Good Planning and Organizing Skills
- Good Interpersonal Skills
- Good Accounting skills
- Good Supervision Skills
- Be Computer Literate

RESPONSIBILITIES

- To put in place reporting requirements and information explaining and detailing income sequences and trends are coordinated and disseminated to support planning and procedural evaluating process.
- Analyze and approve revenue recording process by referring to information detailed in the supporting documentation and resolving deviations from procedures,
- Provide support with regards to the consolidation and balancing of income transactional information to facilitate the production of financial statements.
- Prepare statically reports depicting short to medium term cash flow to trends inclusive of explanations to support specific deviations.
- Reconcile debtors' accounts and proceedings with the posting and balancing of ledger accounts.
- Analyze and verify transactional recordings, debtor's reports and summaries and, processing or approving adjustments to entries.
- Report to Manager; Financial services on the adequacy of current recordkeeping systems (electronic / documented form) with a view to improving controls on access, confidentiality and circulation of information.
- Generate Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action.

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

CLOSING DATE & TIME 27 JANUARY 2023 @12h30

Enquiries: Ms. LD Botha 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.

AZ Mthethwa
Acting Municipal Manager