



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 SATELLITE

Ref: AS/06/21

MINIMUM REQUIREMENTS

- A Grade 12
- 3-Year's National Diploma / Degree in Financial Management / Accounting / Business Management or Equivalent relevant qualification
- A Valid Drives 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
- Good Supervisory Skills

RESPONSIBILITIES

- To put in the reporting requirements and information explaining and detailing income sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation processes.
- Analyse and approve revenue recording processes by referring to information detailed in the supporting documentation and resolving deviations from procedures.
- Prepare statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- To ensure laid down procedures are applied in determining levies due to the Municipality, and that the payment agreements concluded and agreed upon prior to issuing certificates to facilitate the purchase and sale of properties.
- Ensuring reconciled billing data is submitted for the purpose of billing consumers water and electricity
- To monitor and ensure that processing of income related transactions are completed accurately in accordance with laid down accounting.
- To ensure records are up to date, reflective of the activities of the division and are made available to support transactional sequences, and / or resolution of enquiries.
- Generate reminder notifications for circulating to overdue debtor and / or communicate calculate and establish payment terms and conditions with defaulters

Remuneration: Level 4 (R388 058) pa excluding benefits)

CLOSING DATE & TIME 12 MARCH 2021 @14h00

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.

M Kunene
Municipal Manager