



## **EXTERNAL/INTERNAL ADVERTISEMENT**

Mkhondo Local 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**  
**ACCOUNTANT BILLING & CUSTOMER CARE**  
**Ref: FS/REV/ACCBILL/01**

### **MINIMUM REQUIREMENTS**

- Grade 12
- A relevant 3 year tertiary qualification, preferably a National Diploma in Financial Accounting as a major subject.
- Computer literacy: MS Office
- 02-05 years' relevant experience
- Valid driver's license

### **ADDED ADVANTAGE**

- B Com in Financial Accounting as a major subject.

### **OTHER REQUIREMENTS**

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

### **RESPONSIBILITIES**

- Analyzing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures
- Providing support with regards to the consolidation of Billings, Income transactional information to facilitate the production of Financial Statements.
- Assessing and introducing measure to facilitate understanding of processes and procedures with respect to relevant Accounting Applications and/or providing input into specific training requirements.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.
- Investigating and providing detailed information on discrepancies with the reconciliation of income billed with the general ledger.
- Analyzing and verifying transactional recordings (reports generated by the Consolidated Billing System), debtor reports and summaries and processing or approving adjustments to entries.
- Verifying and preparing information extracted by the Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.

- Validates and records information in support of refunds and claims, refund cheques, departmental journal vouchers, payment vouchers and sign relevant documents.
- Communicating with the Manager Revenue, and make available information, supporting documents and proofs of approval guiding specific recordings, adjustments and allocation of accounts receivable transactions
- Communicating with meter reading Senior Clerk: Data and metering services on issues relating to meters.

**Remuneration:** R 471 015 per annum (excluding benefits)

**CLOSING DATE & TIME:** FRIDAY, 20 JUNE 2025 @ 12h00

**Enquiries:** Human Resources (Recruitment and Selection Section)

**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

Vetting and screening may be done on successful candidates

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

The Municipality 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.***

**MJ MKHONZA**  
**MUNICIPAL MANAGER**

