



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
NOTICE NR: 93/2023

STAFF VACANCY: ACCOUNTANT: REVENUE

REF NR: FIN 13/WC0530536

DEPARTMENT: FINANCIAL SERVICES

SECTION: REVENUE & CREDIT CONTROL: SUB-SECTION: REVENUE

Job Purpose:

To manage the key performance and result indicators associated with the revenue of the Directorate Financial Services through the implementation of laid down policies and procedures dictating the verification, reporting, processing and reconciliation of account receivable transactions to support analysis, identification and recovery overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment, certification and correspondences.

Requirements:

A relevant 3 year tertiary qualification, preferably a B Com or National Diploma with financial accounting as a major subject. ** Computer literacy: MS Office **Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed. Completion of Unit Standards prescribed in the Municipal Regulations on **Minimum Competency Levels** or completion of the prescribed Unit Standards within 18 months from date of appointment, (if completed certified proof MUST be attached to application).

Experience: 2-5 years' relevant experience required.

Skills and Knowledge Required

Code B Drivers' license **Computer literacy (MS Office Applications) **Good management, human relations, interpersonal and communication skills **Ability to give attention to detail **High level of responsibility **Ability to work under pressure ** Aware of and able to apply the principles of GRAP; **Calculates and interprets basic accounting ratios; **Understands the limitations of accounting data as a basis for management action; **Uses techniques such as time series and index numbers to interpret accounting data; **Monitors and controls cash receipts and payments in compliance with cash management policies;** Makes and records payments in accordance with financial policies and regulations; **Maintains petty cash records; **Accounts for cash and bank transactions;; **Prepares bank reconciliation statements; **Distinguishes between capital and operational expenditure. ** Understands costing concepts and advise on the management of costs; ** Interprets cost data, including the use of overhead rates; and **Understand 'activity-based costing' or similar costing models and the use of cost drivers. ** Prepares reports and returns for outside agencies; **Produces spreadsheets for the analysis of numerical information; and **Presents information in graphical, diagrammatic or tabular formats.

COMPETENCY REQUIREMENTS IN TERMS OF THE NEW MUNICIPAL STAFF REGULATIONS ANNEXURE A, PART 13. PAGES 270 – 281: L2. Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf and read through headings below:

Knowledge *Functional Competencies: Accounting *Procurement *Budgeting *Costing *Financial Reporting *Financial Process Management ***Professional Competencies:** Oral Communication *Written Communication *Organisational Awareness *Problem Solving *Planning and Organising ***Public Service Orientation Competencies:** *Interpersonal Relationships *Service Delivery Orientation ***Personal Competencies:** *Action and outcome orientation *Resilience *Cognitive ability *Change readiness ***Management / Leadership Competencies:** *Team Orientation *Direction Setting *Coaching and Mentoring

Responsibilities / Duties: SUPERVISION AND CONTROL - Coordinate activities and procedures associated with direct supervision and monitoring of personnel, services and the status/ general condition of the Revenue & Debt Collection Division ****FINANCIAL PLANNING AND REPORTING** - Identify and define the short to medium term objectives and priorities of the Revenue Division outlining revenue growth and sustainability ****PROCEDURES, SYSTEMS AND CONTROLS** - Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Revenue Division's structure ****PERSONNEL AND PERFORMANCE MANAGEMENT** - Direct and controls the Key Performance Indicators and outcomes of personnel within the division ****BILLING ADMINISTRATION** - Manage applications and sequences associated with billing related transactions ****CONTRACT MANAGEMENT** - Manage contracts for revenue-related activities ****INTERACTION AND COMMUNICATION** - Disseminate guidance and information on specific key performance areas and requirements associated with the functionality ****COMMUNITY LIAISON** - Management of the community liaison function ****REPORTS AND CORRESPONDENCE** - Manage specific administrative requirements associated with the key performance and result indicators of the functionality **Informal Reporting & Formal Reporting **Perform any other related duties as instructed by supervisor

Salary: T12: R27 505.68 pm

R330 068.25 to R428 446.82 per annum

Plus Benefits

SUBJECT TO TASK EVALUATIONS

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications on the prescribed application forms of the municipality, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted. The appointment will be subject to an initial

probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. No applications via fax or e-mail will be considered unless the original application & documents are received on/before the closing date.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: FRIDAY 23 JUNE 2023 at 16:00

Job Related Enquiries: Ms. SG Antonie – 023-4148100/ 8131/8129
General HR Enquiries: Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190
Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Acting Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

DE Welgemoed
ACTING MUNICIPAL MANAGER

Notice Service Period: 09.06.2023 – 23.06.2023