



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
INTERNAL VACANCY
NOTICE NUMBER – 114/2026
DEPARTMENT: FINANCIAL SERVICES
POSITION: CONTROLLER: BILLING, RATES, TAXES
REF NUMBER: WC0530976 FIN 26

SALARY: T10: R23 167.20 PER MONTH (R278 006.41 – R360 872.01 PER ANNUM PLUS BENEFITS)
**Additional Service Benefits: Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th
Cheque.**

JOB PURPOSE:

To coordinate and control the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions (Rates) to support analysis, administer rates and taxes in accordance with legislative prescripts; guiding and developing personnel on the processing sequences and communicating information to promote understanding and corporation from consumers on payment for services.

REQUIREMENTS:

- Relevant 3 years tertiary qualification, preferably a National Diploma or B Com with financial Accounting or Financial management as a major subject. Computer literacy: MS Office: MS **Excel**
- Driver's License Code B
- 0 - 2 years relevant experience.

KNOWLEDGE AND SCOPE OF WORK:

Controller: Billing Rates and Taxes: Responsible for **coordinating** and **supervising** the municipal billing, property rates, and revenue collection functions. **Performs** complex administrative and **supervisory** functions requiring specialized knowledge of municipal billing and property rates processes. **Operates** under limited supervision and exercises discretion in ensuring accurate billing, revenue management, and compliance with relevant legislation and policies.

PHYSICAL REQUIREMENTS OF THE POST:

The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied.

KEY DUTIES:

REVENUE PROTECTION FUNCTIONS: Verification and reporting,

SPECIFIC ACCOUNTING FUNCTIONS: Transactional procedures and applications, communication, property rates, levies on sewerage, refuse and rates and taxes, loan debtors, property valuation & clearances, deeds registration

BILLING SERVICES: Verification and reporting, procedures and applications

PERSONNEL AND PERFORMANCE MANAGEMENT: Supervision and control

CUSTOMER CARE: Manages and controls specific administrative procedures and sequences associated with debtors

REPORTING: Informal reporting and Formal reporting

INTERACTING/COMMUNICATION: Internal and External Stakeholders

OTHER INSTRUCTION: Perform any other related duties as instructed by Supervisor

MSR COMPETENCIES: Page 270 Level 1

CORE COMPETENCIES: Accounting, Procurement, Budgeting, Financial Management, Costing Financial, Reporting and Financial Process Management

PROFESSIONAL COMPETENCIES: Oral Communication, Written Communication, Organizational Awareness, Problem Solving Planning and Organizing

PUBLIC SERVICE ORIENTATION COMPETENCIES: Interpersonal Relationship, Communication and Service Delivery Orientation

PERSONAL COMPETENCIES: Action and outcome orientation, Resilience, Cognitive ability, Change readiness, learning

orientation

MANAGEMENT / LEADERSHIP COMPETENCIES: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

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, 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.

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.

Disqualification: Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents. Canvassing with Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

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 and to add/amend/change the Job description.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest. A 6 month probation period is applicable to this post.

CLOSING DATE: FRIDAY, 17 JULY 2026 AT 12:00

Job Related Enquiries: Shanon G. Antonie – 023-414 8131

General HR Enquiries: Pablo Mokoaleli – 023-414 7549/8141

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications 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

Or email to

erecruit@beaufortwestmun.co.za

G. Esau

ACTING MUNICIPAL MANAGER

24 June 2026