



**MANDENI LOCAL MUNICIPALITY
ADVERTISEMENT
INTERNAL/ EXTERNAL VACANCY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position.

DEPARTMENT : BUDGET AND TREASURY OFFICE
**POSITION : SENIOR ACCOUNTANT: REVENUE MANAGEMENT
(PERMANENT APPOINTMENT)**

TASK GRADE : 14
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)

SALARY NOTCH : R 456 425 per annum
SALARY SCALE : (R 456 425 pa – R 592 490 pa)
CLOSING DATE : FRIDAY, 24 MAY 2024 @ 12:00 PM
REF NO : PN42/2024

MINIMUM REQUIREMENTS:

- Grade 12
- Degree/ National Diploma in Financial Accounting, Cost and Management Accounting or Equivalent
- A minimum of 4 years' relevant experience in a Municipal Revenue Environment of which 3 years should be strictly at a Supervisory level.
- Valid driver's licence (Minimum code EB) is essential.

KNOWLEDGE, SKILLS & COMPETENCIES:

- Knowledge of credit control and debt management procedures.
- An in-depth knowledge of Mscoa and Valuation Roll Maintenance is essential.
- Computer Literacy
- Knowledge of Sage Pastel Evolution will be an added advantage
- Apply policies and procedures in financial process management.



- Ability to Identify overall objectives of financial reporting, specific information needs of stakeholders & the general information needs of others.
- The ability to plan activities within specific timeframes and then to execute these activities according to plan.

Key performance Areas

- Identifies with the statutory provisions and the broader strategy on Financial Management and defines/ address critical functional requirements to support departmental objectives.
- Directs and controls the Key Performance Indicator's and outcomes of personnel and processes within the Section.
- Prepares capital and operating estimates for the Section and, approves and controls programme funding and expenditure against the budget allocations.
- Develops or reviews functional policies relating to the area of responsibility and defines and implements procedures, systems and controls to regulate actions and risk and comply with good governance standards,
- Manages and directs procedures and processes associated with the preparation and consolidation of the Revenue accounts and, evaluation of performance against the approved Budget,
- Attends to accounting applications related to debt recovery and the implementation of Credit Control applications.
- Manages key financial accounting and management accounting applications to facilitate the preparation of the Annual Financial Statement and Consolidated Annual Financial Statement
- Disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints
- Manages the administrative and reporting requirements associated with the key performance and result indicators of the Section.

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid and Pension fund would be applicable to the above post.



DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website www.mandeni.gov.za **and attach full CV, photocopies of certificates, quoting the relevant reference number. Certified copies of certificates will only be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 08/05/2024