



**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 : ACCOUNTANT DEBT MANAGEMENT (PERMANENT APPOINTMENT)
TASK GRADE : T 12
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
SALARY NOTCH : R 360 068 per annum
SALARY SCALE : (R 360 068 pa – R 467 388 pa)
CLOSING DATE : FRIDAY, 24 MAY 2024 @ 12:00 PM
REF NO : PN 43/2024

MINIMUM REQUIREMENTS:

- Gade 12 plus National Diploma in Accounting / National Diploma in Financial Accounting or Equivalent
- 3 years' relevant experience in Credit Control and debt management of which 2 years relevant Local Government experience will serve as an added advantage.
- Valid driver's licence code 8

KNOWLEDGE, SKILLS & COMPETENCIES:

- Knowledge of credit control and debt management procedures.
- Good communication skills.
- Good computer skills.
- Good supervisory skills.
- Sound communication skills (oral and written).
- Must be able to work under severe pressure.
- Apply policies and procedures in financial process management.

KEY PERFORMANCE AREAS



- Oversees and controls processes and requirements associated with financial planning and performance evaluation of the Credit Control and Indigent Support division.
- Implements and controls applications associated with the key performance areas pertaining to indigent support and debt recovery applications.
- Attends to accounting applications related to debt recovery and the implementation of Credit Control applications.
- Applies accounting principles to collate, reconcile and consolidate debtors accounts.
- Interacts and disseminates revenue related accounting and procedural information.
- Manages the procedural administrative and reporting requirements/ deadlines associated with the functionality.

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