



PRINCE ALBERT MUNISIPALITEIT

**PRIVATE BAG X53
PRINCE ALBERT, 6930**

NOTICE NO. 103/2024

DIRECTORATE FINANCIAL SERVICES

SECTION: REVENUE SERVICES

VACANCY: ACCOUNTANT

WC052-1.2.1.6

EXTERNAL VACANCY

Written application on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

ACCOUNTANT

REQUIREMENTS

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject
- 2 – 5 years' relevant revenue experience
- Computer literacy: MS Office;
- A valid Code B driver's license;
- Computer literacy (MS Office Package);
- Proven Knowledge and experience of the Financial System (Phoenix);
- Good Management, Human Relations, Interpersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- Effective communication skills in at least two of the three official languages of the Western Cape

RECOMMENDATION

- Completed the required Municipal Minimum Competency Level Training

COMPETENCIES REQUIRED:

- ***Municipal Staff Regulations page 270 level 2; Finance Accountants – Competency Framework***

KEY PERFORMANCE AREAS:

Administer revenue enhancement and credit control policies and procedures in accordance with legislative requirements * Implementing council's credit control policy for overdue debtor's accounts and perform credit control duties * Coordinating the recording and processing procedures of debt collection measures against services rendered * Manages and controls specific administrative procedures and sequences associated with debtors * Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline * Verifying monthly bank reconciliation and cash reconciliations through identifying and correcting discrepancies between cash book and bank statement • Analysing transactional recording (reports generated by the Consolidated Billing System), Debtors reports and summaries and processing adjustment to entries. • Running system functionality to upload billing data to individual debtor account by using all segments of Mscoa • Providing support with regards to the consolidated of Income transactional information to facilitate the production of Financial Statements • Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations • Interacting with the internal/external auditors and makes available information, supporting documentation and proofs of approval guiding

proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transaction • Reconciling cash receipts and proceeding with the posting and balancing of General Ledger • Generating reminder notifications for circulation not overdue debtors and/or communicating, calculating and establishing payment terms and conditions with defaulters • Generating Debtors Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action • Preparing and/or approving correspondence and calculations of rates due on properties and buildings, forwarding to legal professionals to facilitate the preparation of specific contractual documentation • Attending to queries related to the calculations of penalties/interest on and providing explanations to clients • Issuing rates certificates to support the transfer/sale agreement and providing payment terms and conditions • Providing guidelines/guidance to personnel on the application of procedures • Implementing remedial measures/corrective action to align performance and outputs against agreed standards • Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance. Supervising the annual indigent verification and application processes. Supervising all prepaid related services in the Greater Prince Albert Municipal Area. Responsible for monthly, quarterly and yearly budget reporting to Provincial, National Government and Treasury. Monitor monthly, quarterly and yearly reporting on the different reporting mechanisms of the Budget Processes. Supervising subordinates and meeting set deadlines • Instituting disciplinary action for non-conformance and serious breaches to terms and conditions of employment/code of conduct. Any other duties assigned by the Manager Revenue.

SALARY : T12 of a Category 1 Municipality – R 351 623, 16 per annum

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteen cheque after 12 months of employment.

STATUS OF POSITION : PERMANENT

CLOSING DATE : FRIDAY 02 AUGUST 2024 AT 15:00

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 02 AUGUST 2024 at 15:00**.

Applicants are encouraged to submit applications to jobapplications@pamun.gov.za

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or abridon@pamun.gov.za.

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.

Disqualification:

Please note that the following will lead to disqualification:

- 1) Non-submission of copies of academic qualifications/records.
- 2) Canvassing of Councillors.
- 3) Submission of fraudulent qualifications and/ or documents.

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PRINS ALBERT
6930
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Tel. (023) 541 1036
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ALDRICK HENDRICKS
MUNICIPAL MANAGER
19 JULY 2024