



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
Notice Nr: 04/2023
REF NR: FIN 48 - WC0530962
SENIOR MANAGER: REVENUE, CUSTOMER CARE
DEPARTMENT: FINANCIAL SERVICES
SECTION: **REVENUE, CUSTOMER CARE**

JOB PURPOSE To manage, administer, direct and control the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions and expenditure accounts to support analysis, identification and recovery of overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes.

Manages the key performance and result indicators associated with the income and expenditure sections of the municipality through the implementation of policies and procedures dictating financial reporting and requirements, providing input into long term objective setting and financial planning sequences.

Responsible for the direct management of staff members and the indirect management of staff members.

Requirements:

A relevant 3 year tertiary qualification, preferably a National Diploma or Bcom with Financial Accounting as a major subject. 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).

Skills Required and Experience: * Advanced computer literacy in Excel * Bilingualism * Negotiation skills * Attention to detail

- Communication skills * Accounting skills
- **Experience:** 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.
- **Other requirements/skills:** Code B Drivers' license * Proficiency in at least 2 of the official languages of the Western Cape * Good management, human relations, interpersonal and communication skills * Ability to give attention to detail * High level of responsibility * Ability to work under pressure

OTHER COMPETENCY REQUIREMENTS AS STIPULATED IN ANNEXURE A OF THE GOVERNMENT GAZETTE NO 45181 DATED 20 SEPTEMBER 2021, NEW MUNICIPAL STAFF REGULATIONS, PAGES 270 - 281: Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf and read headings below:

Knowledge and Scope of Work * Core Professional Competencies * *Functional Competencies* * *Public Service Orientation Competencies* * Management / Leadership Competencies (Candidate must demonstrate competencies from level 1 to level 4)

KEY DUTIES: Manage & Supervises activities of staff * Checking, reporting and updating of journals issued * Submit reports and comments to the council and portfolio committees * Financial planning and reporting * Personnel and Performance Management * Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Income Section's structure * Manage and monitor the water and electricity billing processes for the Municipality * **DEBTORS CONTROL ADMINISTRATION** * Manage and monitor the property rates, sundries, housing and pre-paid billing processes for the Municipal area * **CREDIT CONTROL**

* Manage and monitor the processes relating to the credit control and debt collection processes of Council, the indigent registration and maintenance processes of Council and the revenue raising, enhancement and protection processes of Council * **Investment Management** * Manage all investments to take all reasonable steps to ensure investments are being managed according to any legal requirements. Approval of the monthly investment register. Review of policy. Managing quotation processes. Approve electronic payments for investments * **BANK ACCOUNTS** * Liaise with BANKING INSTITUTION officials regarding the MUNICIPAL account * Submission of VAT Returns * Miscellaneous Duties * **CLIENT SERVICES:** Perform client service and public service function and attend to public enquiries/queries – telephonically and personal * Budget Administration * Attendance of meetings * Internal Audit, Risk Management and Performance Management * Human resource matters which is part of the incumbent's responsibilities * Administer the process to ensure that specific administrative recording and reporting requirements are adhered to * Annual Financial Statements * Perform any other related duties as instructed by supervisor

Salary: T16: R45 260.47 pm R543 125.64 to R704 998.29 per annum Plus Benefits

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, 03 February 2023 at 12H00

Job Related Enquiries: Mr. Nthokozisi P. Mabhena – 023-4148100/ 8133/8129

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

Dr. Ralph R Links
ACTING MUNICIPAL MANAGER

Notice Service Period: 11.01.2023 – 03.02.2023