



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
External Vacancy
Notice Nr: 138/2026



MANAGER: REVENUE AND CUSTOMER CARE – WC0530926 - FIN 48
DEPARTMENT: FINANCIAL SERVICES
SECTION: REVENUE & CUSTOMER CARE

Salary: T16: R55 657.90 – R72 246.11 pm R667 894.76 – R866 953.32 per annum
Plus Benefits

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 B Com with financial accounting as a major subject • Computer literacy: MS Office

Skills Required:

* Advanced computer literacy in Excel * Bilingualism * Negotiation skills * Attention to detail
Communication skills * Accounting 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

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.

Competencies Level 4 page 270

- **Functional Competencies:** Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management
- **Professional Competencies:** Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, 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
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KEY DUTIES:

- **Debtors Control Administration, Credit Control, Investment Management, Bank Accounts, Client Services, Expenditure Control Functions, Personnel and Performance Management, Procedures, Systems and Control, Property Rates and Billing, Verification and Reporting, Payments, Submission of VAT Returns, Financial Management System, Budget Administration, Formal and Informal Reporting and Client Service.**

General instructions:

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. Completed applications, accompanied by 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. 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. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

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 25 September 2026 at 12H00

Job Related Enquiries: Mr. Bradley Jacobs – 023 414 8129

General HR Enquiries: Mr. Pablo Mokoaleli – 023 414 7549

Complete 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 Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

erecruit@beaufortwestmun.co.za

**F. SABBAT
ACTING MUNICIPAL MANAGER**

09 September 2026