



Kannaland Municipality, an employer committed to equal employment invites persons to apply for the undermentioned vacancy.

ACCOUNTANT (PROPERTY RATES AND DATA BASE)

(ONLY APPLICANTS RESIDING IN THE WESTERN CAPE WILL BE CONSIDERED FOR THE SHORTLIST OF CANDIDATES)

Requirements

- B Degree or equivalent 3 year diploma in Financial Administration
- 3 years' experience in a property rates section of a municipality
- At least 1 year experience in a supervisory capacity of a similar environment
- Appropriate knowledge of the Municipal Property Rates Act and related policy
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Willingness to register for Minimum Competency Level Training if not yet completed
- Knowledge of mSCOA will serve as an advantage

Failure to provide original certified copies of qualifications will disqualify an application. Candidates are requested to furnish information required.

KEY PERFORMANCE AREAS

- Manage all the activities, personnel (4 but not limited to) and systems in the rates section
- Management of data basis and debtors' accounts in rates section
- Valuation and rates reconciliations
- Ensure compliance with financial policies, Council resolutions, regulations and legislation
- Supervise budget statistics with regard to rates, valuations and services
- Completion of year end procedures
- Ensuring General Valuation and Interim Valuations are performed timeously and managing the processes.
- Implementation of valuation rolls according to appropriate legislation.
- Responsible for implementation and maintenance of relevant systems on Excel (advanced) and Word Computer programs

SALARY SCALE:

R 296 141. 52 – R 360 946.56 per annum (T12)

CLOSING DATE:

08 August 2019

(No applications received after 13h00 will be accepted)

GENERAL:

- Short listed and Invited candidates will be subjected and required to undergo a theoretical and practical test.
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Manager (Human Resources), P O Box 30, Ladismith, 6655. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal web-site (www.kannaland.gov.za) or electronically available from the contact persons mentioned hereunder. No electronic applications will be accepted.
- Original Certified copies (not older than 3 months) of proof of qualifications should accompany the CV.
- For equity purposes please indicate your race, gender and disability status.
- Further details are obtainable from Ms R Nel or Mr R Butler at telephone number (028) – 551 8000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Kannaland Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.


MR R STEVENS
MUNICIPAL MANAGER