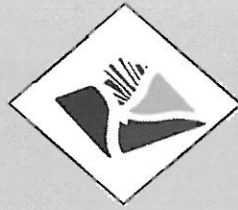


# VACANCY VAKATURE



**KANNALAND**  
MUNICIPALITEIT | MUNICIPALITY

## EXTERNAL CIRCULATION

(DIRECTORATE: FINANCIAL SERVICES DEPARTMENT)

**ACCOUNTANT: DEBTORS AND CASHIERING**

**REFERENCE 54/2023**

**PERMANENT APPOINTMENT**

**Salary** : R284 468.39 – R443 442.50 per annum (T12)  
**Additional benefits** : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13<sup>th</sup> cheque and group life insurance

### REQUIREMENTS

(Related proof / documentation must accompany application)

- A relevant 3-year tertiary qualification preferably a National Diploma or Degree with Accounting III as a major subject
- At least 2-5 years relevant experience
- Compliance in terms of the Financial and Supply chain management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 (Municipalities were granted exemption from regulations 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment
- Code EB driver's license
- Computer literacy, office applications
- Language proficiency in two of the official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

### REQUIRED COMPETENCE

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> <li>• Effectively and appropriately advocates positions orally within municipality as per the generally accepted accounting / financial practice;</li> <li>• Provide guidance to the team on goals and objectives of the function; and</li> <li>• Demonstrates competence to communicate effectively with clients</li> <li>• Assists with preparing and reviewing of Pre-reading and training material, policies, and guidelines;</li> <li>• Communication with role-players on their roles and responsibilities;</li> <li>• Sound report writing skills; and</li> <li>• Numerical, alphabetical and written accuracy.</li> <li>• In-depth knowledge of municipality's policies and procedures;</li> <li>• In-depth knowledge of the issues impacting service delivery</li> <li>• Identifies problems following defined diagnostic processes; Identifies problems following defined diagnostic processes;</li> <li>• Plans tasks on a daily basis according to assessment of schedule of activities; and</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of and able to apply the principles of GRAP;</li> <li>• Calculates and interprets basic accounting ratios;</li> <li>• Understands the limitations of accounting data as a basis for management action;</li> <li>• Monitors and controls cash receipts in compliance with cash management policies;</li> <li>• Evaluates different debt collection methods</li> </ul>	<ul style="list-style-type: none"> <li>• Relates to people at all levels of the organisation;</li> <li>• Shows confidence in engagement with internal and external stakeholders;</li> <li>• Accurately captures others expectations, ideas and concerns; and</li> <li>• Encourages and considers inputs of others.</li> <li>• Organises and presents own perspective in logical manner;</li> <li>• Adapts communication contents to the audience;</li> <li>• Uses terminology appropriate to the audience; and</li> <li>• Structures written documents in a logical framework.</li> <li>• Professional in interaction with general</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to take on new challenges;</li> <li>• Relentlessly pursues project objectives;</li> <li>• Pushes self and motivates others for results;</li> <li>• Sets challenging goals;</li> <li>• Displays a drive to do things better; and</li> <li>• Successfully completes projects within time and budget allocations.</li> <li>• Stays calm and focussed under pressure; and</li> <li>• Responds constructively to adverse situations and has calming influence on others.</li> <li>• Demonstrates logical, consequential thinking; and</li> <li>• Develops new ways to solve problems.</li> <li>• Open to new ideas and ways of doing things; and</li> <li>• Looks for better ways of doing things.</li> <li>• Understands own strengths and weaknesses and takes action to close knowledge / skills gap; and</li> </ul>	<ul style="list-style-type: none"> <li>• Commands respect from peers and managers.</li> <li>• Shows initiative and confidence in dealing with others;</li> <li>• Able to work in a multi-disciplinary team; and</li> <li>• Shares information and collaborates easily with others.</li> <li>• Sets out work for others in a well-planned and organised manner.</li> <li>• Diagnoses performance issues and determines appropriate developmental intervention to suit the individuals learning style;</li> <li>• Sets challenging tasks that stretches individuals' abilities and self-confidence; and</li> <li>• Recognises the need for and provides individuals with guidance on how to handle new or difficult situations</li> </ul>

• Executes tasks in order of priority and urgency.

public and stakeholders.

• Learns from experience – does not repeat mistakes.

### **KEY PERFORMANCE AREAS**

- Analysing and approving revenue recording processes
- Processing monthly and annual invoices
- Processing penalty runs monthly
- Perform month-end and year-end close processes
- Balancing all cash receipt entries daily and reconcile monthly
- Ensure all income received is reconciled and banked daily
- Manage and assist in preparation of financial statements and audit readiness
- Prepare monthly, quarterly, annual and statistical reports
- Analyse and verify transactional debtor records
- Review and approve journals
- Reconcile debtors accounts and process balancing journals
- Generate debtors age analysis reports
- Review and analyse arrears/overdue debtors accounts
- Handover arrears/overdue accounts for debt collection
- Coordinate meter reading information
- Ensure accurate meter reading information is captured on the system
- Facilitate any meter maintenance/or replacements
- Ensure the billing system is accurately linked to debtors accounts
- Capture all debtors accounts/services on the financial system
- Maintain the debtors database on the system
- Attend to any corrections/reversal on debtors records
- Attending to all tariff calculations and assist in the budget processes
- Oversee customer account queries

**ENQUIRIES:** MR. R SAPTOE (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to [hrrapplications@kannaland.gov.za](mailto:hrrapplications@kannaland.gov.za). Application forms can be obtained from the Municipal website at [www.kannaland.gov.za](http://www.kannaland.gov.za) and must reach the Human Resources section on or before 15 May 2023 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

### **Disqualification:**

**Please note that the following will result in disqualification:**

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

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

**CLOSING DATE: 15/05/2023**

