



Kannaland Municipality, is fully committed to Equal Employment Equity. Applicants are invited to apply for the undermentioned vacancy in the Finance Department

ACCOUNTANT: REVENUE

REQUIREMENTS

- B Degree or equivalent 3-year diploma in Financial Administration
- At least 2-3-years' experience in a supervisory capacity in the debtors' section of a municipality
- Appropriate knowledge of the Municipal Property Rates Act and all related policies in the debtors' section
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Compliance with Minimum Municipal Competency or willingness to register for Minimum Competency
- Knowledge of mSCOA will serve as an advantage
- Knowledge of municipal financial systems will serve as an advantage
- Good human relations, interpersonal and communication skills
- Ability to work under pressure and deal with conflict situations
- High level of responsibility and analytical skills
- Advanced Computer Literacy in the Microsoft Package Suite
- Good interpersonal and time management skills

KEY PERFORMANCE AREAS

- Ensure that all aspects of supervision of staff and workplace is attended to and managed.
- Ensure that water & electricity, valuation and all applicable services data is captured and raised correctly
- Management of data basis and debtors' accounts
- Perform the required reconciliations according to the guidelines.
- 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
- Ensure data integrity by performing spot audits on a regular basis
- Implementation of valuation rolls according to appropriate legislation
- Provide Auditors with the required information as requested
- Ensure that the tariffs as approved by Council are amended and maintained
- Ensure that the processes preceding journals and the journals after compilation are correct
- Responsible for implementation and maintenance of relevant systems on Excel (advanced), Word Computer programs and Samras DB4 (Council's Financial System)

SALARY SCALE:

TASK GRADE: T12

R 341 620.68 to R 443 442.48 (Basic Salary p.a)

Applicable Municipal benefits will apply

GENERAL:

- 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. Same to be requested from the Human Resource Management. No electronic applications will be accepted.
- Original Certified copies (not older than 3 months) of proof of qualifications must accompany the CV.
- For equity purposes please indicate your race, gender and disability status.
- Short listed and invited candidates might be subjected and required to undergo theoretical and practical tests.
- If applicants are not contacted within 30 days of the closing date, it can be accepted that they were not successful.
- The Kannaland Municipality is committed to comply with the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons. Further details are obtainable from Human Resource Management on (028) – 551 8000.

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

Closing Date: 31 August 2022 (12h00)

Notice Number: 43/2022

**I. AVONTUUR
ACTING MUNICIPAL MANAGER**