

# **KNYSNA MUNICIPALITY**

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:



## **ACCOUNTANT (Services) INCOME SECTION DIRECTORATE: FINANCIAL SERVICES**

**TASK GRADE 12  
R214 656 to R278 616 (Basic Salary)  
R327 968 to R410 628 (Total cost to Council Package)**

### **KEY PERFORMANCE AREAS:**

- Manage and control of sub-ordinates in the Income Section inclusive of satellite offices. (Services and Cashiers)
- Control and monitor the efficiency and accuracy of the Council's Billing System (Promun)
- Perform all Income related reconciliations and journals for the services section, inclusive of Control and Suspense Ledger accounts.
- Supervise and control new service connections, reconnections, disconnections (terminations) supply changes and applications for quotations with regard to service connections.
- Manage the pre-paid electricity system.
- Recommend, monitor, maintain and test upgrades to Promun Billing System.
- Manage the receipting function and all other payment facilities including electronic, internet payments, cash, direct bank deposits and third party payments.
- Ensure proper customer care, both externally and internally.
- Apply credit control in relation to services rendered according to Council's approved policy.
- Ensure the setup and implementation of Council's approved tariffs.
- Administer staff rentals, staff study bursaries and municipal leases.
- Perform other reasonable administrative duties as requested by the Manager Income or Project Accountant.

### **MINIMUM QUALIFICATION & EXPERIENCE:**

- B Degree or equivalent Diploma with Accounting/Management (NQF level 6) or studying towards
- 3 Years' municipal finance experience and knowledge of financial legislation, generally recognized accounting practice, and financial reporting in a municipal environment
- Computer literate (minimum: MS Word, MS Excel, Adobe Reader; advantageous: VIMS, GroupWise, Collaborator, Acrobat Professional)
- Sound oral and written communication skills in at least two official languages of Western Cape

Applicable Municipal benefits will apply.

**All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Black Female if a suitable candidate in that category can be identified.**

**To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.**

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: [www.knysna.gov.za](http://www.knysna.gov.za) .

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za).

**CLOSING DATE: 2 OCTOBER 2013**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L WARING**

**MUNICIPAL MANAGER**

*The Municipality reserves the right not to make an appointment.*