

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancy:

**SENIOR CLERK (CREDIT CONTROL)
INCOME SECTION
DIRECTORATE FINANCE**

Task Level 6
R89 304 to R115 896 (Basic Salary)
R165 075 to R199 707 (Total Cost to Council Package)

KEY PERFORMANCE AREAS:

- Apply Indigent Subsidy according to Council's approved Policy
- Handle account handovers and preparing Court documents for Legal Action
- Perusing files for Credit Control action on a daily basis
- Dealing with complex enquiries, account arrangements and problems from the public, through personal consultations
- Compiling, calculating and capturing of different types of machine journals
- Liaison with other financial sections, Court officials, Sheriffs regarding Debtors accounts
- General Office administration including filing

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal candidate should possess a Grade 12 with Accounting
2 Years' Experience in a debtors' environment is essential
Computer Literacy

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.

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.

CLOSING DATE: 4 JUNE 2014

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.