

KNYSNA MUNICIPALITY



Knysna

Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

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

**CHIEF CLERK: SERVICES - SEDGEFIELD
INCOME SECTION
DIRECTORATE: FINANCIAL SERVICES**

Task Level 10

R214 344 to R278 208 (Basic Salary)

R336 270 to R418 756 (Total Cost to Council Package)

Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

NQF 5 qualification in Finance related field

5 years relevant experience

Extensive knowledge and experience in a Financial Environment

Computer Literacy in Financial Systems, Microsoft Excel, Word & PowerPoint

Analytical and Supervisory Skills

High level of responsibility

Code B Drivers licence will be an added advantage

Ability to work under pressure and to meet prescribed deadlines

Compliance with the relevant minimum competency levels for finance officials as prescribed

Ability to communicate in at least two of the official languages of the Western Cape

High level of integrity, confidentiality and professionalism

Assertiveness to be able to work with difficult customers

Able to write and assist customers

Ability to have oversight in matters

KEY PERFORMANCE AREAS:

- Performing of Services and Tariff functions with the laid down Customer Care By-Law, Policy and Procedures
- Provide billing services, administer sundry debtors in accordance to signed contracts and the Tariff Policy
- Printing and posting of sundry accounts and diverse debtors, generate accounts, journals and data capturing
- Administer all monthly reconciliations
- Administer cash management, income protection and control measures at all Council's Pay Points
- Coordinate and register new users on the financial system
- Prepare refunds on remaining credits and deposits on closed accounts
- Administer connections, new connections, disconnections and re-connections, cut off lists, cutting off and switching on accounts
- Perform any related duties as requested by Supervisor in the Services section

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African, Coloured, Indian or White Female or an Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the 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: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 8 AUGUST 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.