

KNYSNA MUNICIPALITY



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

ACCOUNTANT: RATES & HOUSING INCOME SECTION DIRECTORATE: FINANCE

TASK GRADE: T12

R279 192 to R362 328 (Basic Salary)

R417 835 to R525 213 (Cost to council)

Applicable Municipal benefits will apply

KEY PERFORMANCE AREAS:

- Manage reconciliation of Valuation and Rates Register and other relevant reconciliations, including augmentation
- Prepare annual & interim debit raising of assessment rates purposes
- Manage procedure regarding clearance certificates
- Liaise with public re Account Enquiries
- Attend Valuation Board Meetings when necessary
- Drafting and transfer of journals
- Ensure data integrity by performing spot audits on a regular basis
- Manage rebate system for domestic/non-domestic and farming businesses
- To prepare, manage and control council rates, credit control, debt collection and indigent policies
- Effective and efficient functioning of Department, including reports, budget, meetings, admin correspondence and staff

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

An appropriate tertiary qualification (Diploma or Degree) in Finance
5 Years Relevant Experience in Assessment Rates
Compliance with Minimum Municipal Competency
Valid Code B driver licence
Proficient in at least two of the three Provincial languages
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

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: knysna@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 30 OCTOBER 2017

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.