

KNYSNA MUNICIPALITY



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

**ACCOUNTANT: CREDIT CONTROL
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 and coordinate the functions in the Debt Recovery and Credit Control sections
- Implement the Indigent Subsidy Policy to ensure that Council is protected against fraudulent payments of rebates to consumers who do not qualify for such rebate in terms of the said Policy
- Management and coordination of personnel in the debt recovery, credit control and sundry debtors' sections
- Initiate Legal Action
- Administer Debt Recovery Actions

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

B. Degree with Law Administration or equivalent Diploma with Accounting
5 years' relevant experience in a debt collecting environment
Computer Literacy in the Microsoft Package, Internet, Debt Collection Software packages example Legal Suite
Valid Driver's License
Good knowledge of local government financial practices and legislation
Analytical and problem solving skills
Good interpersonal and customer service skills

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Coloured or Indian female or an African, Coloured or 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: 26 SEPTEMBER 2017

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.