



"re gatela Pele" "we moving Forward" "ons gaan Vorentoe"

**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING
VACANT PERMANENT POST
DEPARTMENT: BUDGET AND TREASURY
POST: BILLING CLERK**

(REFERENCE NO: KLM 03 2020/2021)

**ANNUAL REMUNERATION WIL BE BASED ON A TASK GRADE 06 (R 138 607.00)
REQUIREMENT AND QUALIFICATIONS:**

REQUIREMENTS:

- National Diploma in Financial Management or B. Com: Accounting and Financial Management
- Minimum of 1-2 years' experience in Revenue Services within Local Government
- Ability to deal effectively with individuals at all levels.
- Knowledge of applicable legislation and the MFMA.
- Minimum competency level (MFMP) will be an added advantage.
- Knowledge of Sage financial system will be an added advantage.

KEY PERFORMANCE AREAS:

- Reconcile Debtor Accounts and balancing of ledger accounts;
- Process monthly consumer billing (including the indigent consumers);
- Recover debt in terms of approved Debt Collection Policy and Bylaws;
- Perform specific procedures associated with receipting, reconciliation and posting of income transactional data;
- Deal with all customer complaints and queries; and
- Ensure that all relevant reconciliations and registers are monthly kept up to date.

ENQUIRIES: Ms. Maricia Pienaar -Human Resource Management Officer at 053 384 8600

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of Identity document and qualifications (Certified copies must not be older than 3 months). **Please send applications to:** The Municipal Manager and applications should be email to the following email address: hrm@kgatelopele.gov.za due to health and safety Precautionary steps **hand delivery applications will not be accepted**

Application forms are available and may be downloaded from the municipal website; <https://www.kgatelopele.gov.za/>. Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. Kgatelopele Municipality reserves the right to make no appointments.

Closing Date: 13 November 2020, THE MUNICIPAL MANAGER, MR. MONDE JANUARY

NO LATE APPLICATIONS WILL BE ACCEPTED