



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

### **APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

**Reference no: KLM 02/2025/2026**

**JOB TITLE: BILLING OFFICER**

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**Salary – Total remuneration package: Task level 8 (R240 488.49) per annum**

**Terms of Appointment: Permanent**

#### **Minimum Requirements:**

- National Diploma in Financial Management/ Accounting (NQF 6)
- 2 years of experience in billing or accounts related role

#### **Key Responsibilities:**

- Control and co-ordinate sequences associated with the verification and provision of information related to Revenue transactions in order to ensure reporting requirements and information explaining and detailing income sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation process.
- Monitor revenue collection and receipt and process, referring to information detailed in supporting transactional documentation and resolve deviations from procedures.
- Attend to the consolidation of Debtors Accounts, extracting and submitting reports detailing amounts payable for approval prior to generating and forwarding Consumer Billing Statements.
- Prepare static reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interact with the internal/external auditors and make available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.
- Control the key performance areas and critical outputs of personnel within the Section in order to ensure acceptable performance levels are sustained and adequate direction provided enabling the Section to accomplish laid down objectives.
- Provide guidance/ guidelines to personnel in accordance with municipal procedures.
- Implement remedial measures/ correctives action to align performance and output with agreed standards.

- Appraise performance levels, set objectives and measure accomplishment or establish reasons for non-compliance.
- Institute disciplinary action for serious non-conformance and provide details of serious breaches to terms and conditions of employment/ codes of conduct to the immediate superior for attention and execution of disciplinary procedure.
- Co-ordinate the recording and processing procedures of income transactions against services rendered.
- Balance cash receipts against entries recorded in receipt books and prepare the schedule categorising income received for according to services and prepare bank deposit notifications.
- Process and verify debtor transactions against system reports and summarise and, seek approval on adjustments to entries for specific accounts.
- Reconcile Debtor Accounts and proceed with the posting and balancing of ledger accounts.
- Capturing the direct deposits on the system.
- Generate Debtor Age Analysis reports and check the status of accounts with a view to referring arrear/ overdue accounts for further action.
- Generate reminder notifications for circulation to overdue debtors and/or communicate, calculate and establish payment terms and conditions with defaulters.
- Provide information on the status of payments and specific procedural applications in order to ensure accurate information is made available and Service Providers/ suppliers understand the Municipality's financial and procurement procedures and policies.
- Attend to queries related to the calculation of settlement discounts and outstanding payments.
- Advise consumers in procedures in respect of payment and/ or request the completion of the necessary documentation to facilitate payments of accounts.
- Provide copies of transactional documentation and/or prepare and seek approval prior to forwarding response to correspondence pertaining to claims on outstanding amounts.

**Financial interest;**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and/ Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager  
Attention: Adv. W Blundin  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 04 August 2025 at 12:00pm**