

## EXTERNAL ADVERTS

Ubuhlebezwe Local Municipality, with its seat in Ixopo, invites applications from suitably qualified persons for appointment to the following positions:

### **BUDGET AND TREASURY OFFICE**

#### **MUNICIPAL FINANCE MANAGEMENT INTERN (X2)**

**2 Year Fixed Term Contract**

**Salary Scale: R100 000.00 Per Annum**

No municipal benefits will apply (pension, medical aid, etc.) and applicants are required to make their own arrangements in respect thereof

This post requires dedicated and highly motivated people who have obtained a 3 years tertiary qualification to participate in an Internship Programme that seeks to capacitate recent graduates for a career in Local Government Finance. This internship is the initiative of the National Treasury with the objective to help build sufficient strategic management capacity at Local Government Level.

A training programme is currently being developed which will expose the successful applicants to all facets of Local Government-related financial services. It must be noted that at the conclusion of the internship contract period the Municipality is neither obliged to extend the contract period to offer permanent employment.

#### **MINIMUM REQUIREMENTS**

- Bachelor of Commerce Degree with Majors in Accounting, Economics and/or Auditing, or a relevant three year tertiary qualification in Accounting
- Computer literacy.
- Excellent interpersonal and communication skills.
- Willingness to learn more while working under pressure.

#### **KEY PERFORMANCE AREAS**

- Perform basic accounting functions.
- Assist in interpreting finance legislation and policies.
- Process invoice payment.
- Verify the source of information and capture it into the computer system.
- Assist in managing the interface between the departmental payroll and accounting system.
- Assist in controlling expenditure and revenue.
- Assist in expenditure management and reconciliation of grants.
- Train in all sections of the Budget and Treasury Office.

#### **DEBTORS CLERK**

**Salary Scale: R118 404.84 – R153 707.64 Per Annum (T6)**

Applicable Benefits: Medical Aid, Pension, 13th Cheque and Home Owner's Allowance.

#### **MINIMUM REQUIREMENTS**

- Grade 12 Certificate

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- Bachelor's Degree/National Diploma in Accounting
  - Minimum of 1 year experience in Debtors and/or Billing environment
  - Ability to work under pressure
  - Assertiveness and proactiveness
  - Computer Literacy


#### **KEY PERFORMANCE AREAS**

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments and adjustments and the posting of transactions to specific accounts.
- Executing procedures with respect to reconciliation of rates and services related income for debtors.
- Attending to the printing and posting of consolidated bills to customers.
- Completing details on reminder notification indicating amount outstanding and circulating to account holders.
- Analysing the debtors system and formalize a list of defaulting customers in terms of the Municipality's approved Credit Control Policy and procedures
- Preparing documentation and records for handover to activate legal proceedings and collection.
- Documenting payment term arrangements as agreed to with the customer.
- Monitoring credit agreement payments.
- Preparing a list of all government department accounts that are in default.
- Monitoring, following up on and clearing the suspense account.
- Preparing weekly and monthly management reports.
- Allocating customer deposits to relevant accounts.
- Executing write off sequences for unrecoverable debts upon approval.
- Attending to specific correspondence and telephonic enquiries, and communicating and providing routine information.

**Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.**

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo 3276 by not later than 16h00 on 16 November 2018. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.**

**Council reserves the right not to make any appointment into the above mentioned position.**



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**GM SINEKE**

**MUNICIPAL MANAGER**