



DEPARTMENT OF FINANCE
MANAGER: REVENUE SERVICES

REMUNERATION: R424 087.00 FIXED (POST LEVEL 0 OF GRADE 8 MUNICIPALITY)

The council offers a full range of benefits such as Vehicle Allowance, cellphone allowance, annual leave, annual bonus, contribution to a Medical Aid Fund and Pension Fund.

JOB REQUIREMENTS: * B Com Accounting. A minimum of 3 years' experience in Local Government as well as auditing, unless a candidate can demonstrate that she/he has developed necessary competencies through experience and/or sound knowledge gained within Local government *Knowledge of Municipal Finance Management and Supply Chain Management processes *High degree of confidentiality *Valid R.S.A driver's license.

KEY RESPONSIBILITIES: *Revenue and debtor management, *Billing and receipting management, *Implement and manage credit control; *Management of customer care, *Reconciliation of valuation roll and all other income sub-ledgers and registers; *Reporting on revenue and debtors, *Reconciliation of debtors ledger to general ledger, *Assisting with audit working papers and handling of audit queries, *Handle grievances in terms of the conditions of services. *Handle disciplinary hearings in terms of the code of conduct; and * Conduct training needs assessments.

Applicants may be subjected to a screening and vetting process.

In order to meet the Equity goals of Naledi Local Municipality, suitably qualified Indian and Coloured men and women of all races are encouraged to apply.

Only applications received on the Application for Employment (AE01) form of Naledi Local Municipality, accompanied by a comprehensive CV and certified copies of qualifications will be accepted. The Application for Employment (AE01) form can be collected from the HR Department at Naledi Local Municipality or downloaded from the website (www.naledilocal.co.za). Applications to be directed to:

Municipal Manager, Mr. M T Segapo, Naledi Local Municipality, P.O Box 35, VRYBURG, 8600

For all applications sent via post, kindly quote the Notice Number in the left hand corner of the envelope. No emailed or faxed applications will be accepted.

For further inquiries in this regard contact Mr.V Oliphant @ 053 928 2328 or Mr J Brand @ 053 928 2237

Closing date: 24 June 2015

Notice no: 24/2015