



## THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

### **ASSISTANT ACCOUNTANT BILLING** **(BUDGET AND TREASURY)**

**SALARY:** Post Level 5 (R308, 682.72) per annum; **Additional benefits attached to the position are as follows:** (i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

**QUALIFICATIONS:** Grade 12; an appropriate National Diploma or Degree in Local Government Finance, Financial Management and/or Accounting or equivalent qualification. Minimum competency level (MFMP) will be added as an advantage.

**EXPERIENCE:** At least 2 year's relevant working experience.

**SKILLS:** Knowledge of the International Financial Reporting Standards (IFRS); Generally Recognized Accounting Practice (GRAP); Treasury Budget Regulations; Knowledge of the legal framework in the public sector including the MFMA, MSA, DORA, MPRA, etc. Good strategic planning and organising skills, \*comprehensive financial management skills, \*interpersonal skills, \*people management skills, \*computer literacy, \*decision making and analytical skills, \*practices and knowledge of administrative and management principle. Knowledge of MUNSOFT will be an added advantage;

**KEY PERFORMANCE AREAS:** Provide services relating to billing of metered services and perform associated record keeping. To render an effective and efficient client-oriented debtor services by upgrading meter records and executing the correction of account. Administer billing value chain for municipal services i.e water & electricity. Administer the daily activities of unmetered services to ensure that data is correctly and timeously available for billing. Print and distribute customer invoices. Follow an aligned customer service excellence culture, which enables rewarding relationships and allows others to provide exceptional customer service.

**CLOSING DATE: 27 NOVEMBER 2020**

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an

application form duly completed together with authenticated copies of your qualifications to:

**NOTICE NUMBER: 36/2020**

**Acting Municipal Manager  
Private Bag X530  
THABAZIMBI  
0380**

Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105**.

**APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within 20 (Twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into. Candidates will be subjected to security vetting.

**NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.**



**LG FLOUBATLA  
ACTING MUNICIPAL MANAGER  
THABAZIMBI LOCAL MUNICIPALITY**