



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.**

ACCOUNTANT PROPERTY RATES (BUDGET AND TREASURY)

Post Level 4 (R308 850.15) per annum plus municipal benefits.

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

EXPERIENCE: At least 2 years' credible experience in the relevant field.

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 computer knowledge and skills; Knowledge of MUNSOFT will be an added advantage; Good communication & report writing skills; Good problem solving skills & must be prepared to work under pressure.

KEY PERFORMANCE AREAS:

- Assist the Manager Revenue in issuing and authorization of Rates Clearance Certificates, Receiving applications from the transfer attorneys.
- Ensuring that all levies on the ERF has been paid in full and that the seller has no other debts.
- This includes accounts handed over to the attorneys, closing accounts at attorneys and get final cost, allocate payments to the right accounts.
- Completing a valuation certificate to enable the transfer attorney to obtain a transfer duty receipt from SARS and to ensure that council receives the outstanding amount. Obtain deeds records from the Deeds Office.
- Ensure that the correct owners detail is updated on the debtor system.
- Create new ERF records on the debtor's system.
- Update ERF records on the financial system in order to be able to collect all revenue payable to Council.
- Compiles detail of new erven dwelling / improvements from minutes by compiling a list and completing valuation forms for all new erven and new dwellings/ improvements.

CLOSING DATE: 14 JUNE 2019

If you are interested and you are in possession of the necessary qualifications and experience, please address your application form obtainable on the municipality website (www.thabazimbi.gov.za), together with certified copies of qualifications and identity documents to the following address:

NOTICE NUMBER: 23/2019

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are also available at the Human Resources 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 verification of credentials.

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



**TG RAMAGAGA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**