



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 81/2025

ACCOUNTANT: REVENUE
DEPARTMENT: FINANCE AND COMPLIANCE SERVICES
DIVISION: FINANCIAL SERVICES
SECTION: REVENUE

SALARY SCALE: Post Level T12: R391 643, 04 – R508 373,52 per annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- A relevant 3-year tertiary qualification, preferably a National Diploma or BCom with financial accounting as a major subject
- 2-5 years relevant revenue experience
- Computer Literacy: MS Office package
- A valid Code B driver's license

KEY COMPETENCIES

- Ability to conduct financial duties according to prescribed norms and standards under the general direction of an experienced Manager
- Good working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA), and others as applicable
- Applicants must be literate in at least two of the three official languages of the Western Cape.

KEY PERFORMANCE AREAS

- Administer revenue enhancement and credit control policies and procedures in accordance with legislative requirements
- Implementing council's credit control policy for overdue debtor's accounts and perform credit control duties.
- Coordinating the recording and processing procedures of debt collection measures against services rendered.
- Manages and controls specific administrative procedures and sequences associated with debtors.
- Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline.
- Verifying monthly bank reconciliation and cash reconciliations through identifying and correcting discrepancies between cash book and bank statement.
- Analysing transactional recording (reports generated by the Consolidated Billing System), Debtors reports and summaries and processing adjustment to entries.
- Running system functionality to upload billing data to individual debtor account by using all segments of MSCOA
- Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interacting with the internal/external auditors and makes available information, supporting documentation and proof of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.
- Reconciling cash receipted and proceeding with the posting and balancing of General Ledger
- Generating reminder notifications for circulation to overdue debtors and/or communicating, calculating and establishing payment terms and conditions with defaulters.
- Generating Debtors Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action.
- Preparing and/or approving correspondence and calculations of rates due on properties and buildings, forwarding to legal professionals to facilitate the preparation of specific contractual documentation.
- Attending to queries related to the calculations of penalties/interest on and providing explanations to clients
- Issuing rates certificates to support the transfer/sale agreement and providing payment terms and conditions.
- Providing guidelines/guidance to personnel on the application of procedures.
- Implementing remedial measures/corrective action to align performance and outputs against agreed standards.

- Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance. Supervising the annual indigent verification and application processes. Supervising all prepaid related services in the Laingsburg Municipal area.
- Responsible for monthly, quarterly and yearly reporting to Provincial, National Government and Treasury.
- Monitor monthly, quarterly and yearly reporting on the different reporting mechanisms of the Budget | Processes.
- Supervising subordinates and meeting ser deadlines.
- Any other duties assigned by the Manager Financial Services

The Competencies level for this position is a Finance level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional Competencies	Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> • Accounting • Procurement • Budgeting • Financial management • Costing • Financial Reporting • Financial Process management 	<ul style="list-style-type: none"> • Oral Communication • Written Communication • Organizational Awareness • Problem Solving • Planning and Organizing 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

CLOSING DATE: 25 JULY 2025

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned, No copies of certified copies will be accepted. No emailed or faxed applications will be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**

.....
JAFTA BOOYSEN
MUNICIPAL MANAGER
02 July 2025

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 01