



**CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 221 / 2024**



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

**DIRECTORATE: FINANCIAL SERVICES
JOB TITLE: SENIOR ACCOUNTANT: CREDIT CONTROL
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)**

Duties: To render a credit control, debt management and revenue protection service by executive Council's Credit Control and Debt Collection Policy, negotiate with debtors regarding arrear debts and the making of suitable arrangements with debtors on outstanding amounts • To render a comprehensive decentralized accounting function service for the whole section for purposes of the accuracy and completeness of figures informing the compilation of the annual financial statements, monthly and quarterly reports to committees and council • Implement, lead and direct the key performance areas associated with the provision of an effective: (a) credit control and debt management function; (b) revenue protection and associated risk management function • Apply direct supervision and responsibility over the effectiveness and appropriateness of controls; • Implement the credit control policies and by-laws and supervise all related guidelines given by the Council, CFO and Manager • Administer the indigent applications process and the implementation thereof • The full scope of duties is contained in the job description.

Requirements: A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject • Computer Literacy in MS Office and Excel • Code B driver's license • Bilingual – Afrikaans and English • Confidence and ability to place pressure tactfully on individuals who owe money • Ability to negotiate • Ability to work under pressure • Good communication abilities • Good interpersonal abilities • Ability to handle conflict • 5-8 years' relevant experience required which includes 2 years of supervisory experience.

Remuneration: T13 (R 433 826.04 – R 563 105.04) per annum plus normal municipal benefits.

The competency level for this position is a level 3 (FINANCE - ACCOUNTANTS COMPETENCY FRAMEWORK) as stipulates 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.

Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Written communication Oral communication Organisational Awareness 	<ul style="list-style-type: none"> Accounting Procurement Budgeting Costing Financial Management 	<ul style="list-style-type: none"> Service Delivery Orientation Interpersonal Relationships Communication 	<ul style="list-style-type: none"> Actions and outcome orientation Resilience Change readiness Learning Orientation Cognitive ability 	<ul style="list-style-type: none"> Direction Setting Impact and influence Coaching and mentoring Team Orientation



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<ul style="list-style-type: none"> • Problem solving • Planning and organising 	<ul style="list-style-type: none"> • Financial Reporting • Financial Process 			
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PLEASE NOTE: THIS POSITION IS BEING RE-ADVERTISED. ALL APPLICANTS THAT HAVE PREVIOUSLY APPLIED ARE WELCOME TO APPLY AGAIN

CLOSING DATE FOR APPLICATIONS: 15 November 2024 at 12h00.

ENQUIRIES: Contact Alice Wilton / Izaan Tieties at 027 482 8000 during office hours.

PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!

IMPORTANT:

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergraad.co.za Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

**G MATTHYSE
MUNICIPAL MANAGER**