



## GREATER TZANEEN Municipality



**VACANCY**

The following position is being advertised and applicants are invited to apply.

### FINANCE DEPARTMENT

### ASSISTANT ACCOUNTANT (Job Id Nr. 3/4/3/001)

**Salary: R359 086.24 per annum (Job level 6)**

The purpose of the job of an Assistant Accountant is to collect council's outstanding debts, utilising council's credit control and debt collection policy, by planning and controlling.

**Key performance areas:** The Assistant Accountant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ♦ Monitoring and supervising activities of staff to ensure that work is performed according to normal operating activities or ad-hoc instructions received from supervisor and reports on activities performed ♦ Performing human resources and administrative activities to ensure good employer-employee relationships and to promote a high level of employee morale ♦ Monitoring and supervising utilisation, application and maintenance of equipment and material to receive optimal usages and ensure it's working condition ♦ Ensuring effectiveness and standardisation of credit control processes ♦ Administering disconnection of services to control the process effectively and accurately ♦ Administering and verifying handing over of debtors to debt collectors, credit bureau and attorneys to ensure the effective administration thereof ♦ Administering and ensuring writing off of accounts to ensure its handled in the proper manner ♦ Rendering customer care services to provide an excellent service.

**Requirements:** ♦ Applicable B-degree, major in Accounting ♦ MFMA Competency Certificate ♦ Computer literacy ♦ Legal knowledge/experience ♦ Conflict handling skills ♦ Three (3) years experience.

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***Applications on the compulsory prescribed application form ([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850***

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

**Closing date: 5 August 2016 at 12:00**

**Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.**  
Greater Tzaneen Municipality is an Employment Equity Employer.

**SR MONAKEDI – MUNICIPAL MANAGER**