



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.

Applications on the compulsory prescribed application form (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