



GREATER TZANEEN Municipality



RE-ADVERTISEMENT

VACANCY

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

FINANCE DEPARTMENT

1 X SENIOR ACCOUNTANT (Revenue)
(Job Id Number 3/4/0/002)

Salary: R402 946.32 per annum (Job level 4)

The job purpose of a Senior Accountant is to balance general ledger accounts and administer, co-ordinate and supervise billing and customer care services in terms of accounts rendered. Ensure that all Income control accounts are balanced and reconciled including preparation and updating of revenue working papers.

Key performance areas: The Senior Accountant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Ensuring that work is performed according to work plan to ensure optimal work performance and productivity* ▲ *Performing administrative and human resources related activities to ensure optimal usage of resources and the completion of administrative responsibilities* ▲ *Ensuring effective utilization, application and maintenance of equipment and material to receive optimal usages and ensure it's working condition* ▲ *Ensuring optimization of computer system for capturing of accounting information to ensure the maintenance of the system* ▲ *Monitoring and ensuring correct capturing of accounting information to ensures the accurate capturing of relevant information* ▲ *Monitoring effectiveness of current processes, developments and recommendations to ensure effectiveness and standardization of income processes.*

Requirements: B Degree or equivalent; major in Accounting OR Financial Management; Computer literacy; Four (4) years experience in financial environment at supervisory level.

Applications on the prescribed compulsory application form and indemnity 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 and their qualifications will be verified.

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: 27 November 2015 at 12:00

PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR

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

