



MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350



Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center: 08611 MSUKA [67852]
Main Fax: +27 17 801-3851

Internet: www.msukaligwa.gov.za
E-Mail: msuka@msukaligwa.gov.za

CORPORATE SERVICES "IS AN AFFIRMATIVE ACTION EMPLOYER"

Msukaligwa Local Municipality is hereby inviting applications from suitably qualified and competent persons for appointment to the under mentioned position. No applications will be accepted without certified copies of qualifications as set out below

DEPARTMENT OF FINANCE

POSITION	:	ACCOUNTANT – PROPERTY RATES
REF. NO.	:	65/20
POST LEVEL	:	5
SALARY SCALE	:	R339 094.92 - R374 440.56pa
QUALIFICATIONS AND REQUIREMENTS	:	Grade 12, Degree/ Diploma in Financial Management
EXPERIENCE	:	3-5 years' experience in Property Rates & Valuation Roll management

DUTIES:

1. Interpreting policies dictating the rating system applicable to specific areas and determining the rateable charges for land and buildings.
2. Process consumer information and creating new debtor accounts, accessing and inserting information and formula (tariff, categories of property et.) in the appropriate fields and calculating amount payable.
3. Checking the inclusion of registration information associated with interims and attends to any exclusions on the Valuation roll
4. Preparing property rates collection reports and schedules reconciling and forwarding for approval and effecting relevant adjustments.
5. Updating information on property valuation roll and financial statements referring to supporting documents detailing changes to the status of the property
6. Attend to the reconciliation of income transactional information against the general ledger entries, addressing and seeking approval of adjustments.

NOTE: VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE THE SUCCESSFUL APPLICANT SHALL BE SUBJECTED TO VETTING

CLOSING DATE 30 December 2020 - @ 12:00

Applications forms and full detailed information about the advertised position are available on the MSUKALIGWA LOCAL MUNICIPALITY WEBISTE (www.msukaligwa.gov.za), Facebook page and HR Office. Applications forms must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications, ID document, driver's license and the names of three contactable references from current or previous employer must be provided. Applications must be posted / Couriered to Msukaligwa Local Municipality P.O. Box 48, Ermelo, 2350 or hand delivered to the Corporate Services (Records Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director - Corporate Services

**FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS L.P. MNISI ON 017 801 3584 DURING OFFICE HOURS.
"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER THREE MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL"**

(ALL APPLICANTS ARE URGE TO STATE THEIR EMPLOYEE NUMBER ON THEIR CV)

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MS G.J. MAJOLA

10/12/2020
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DATE