MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUIDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350



WE ARE HIRING (VACANCIES)

EXTERNAL & INTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	**Finance**
Job Post Name	**Revenue and Property rates – Accountant Billing (X2)**
Duration	Permanent
Task Grade 12	R 440 508.6p/a
Reference Number	MSU/FIN/04/08/26
Location	Ermelo

QUALIFICATIONS

- Grade 12 or **NQF Level 4 equivalent.**
- National Diploma/ BCom (NQF Level 6/ Level 7) in Accounting, Internal Auditing, Taxation or **equivalent qualification.**
- Computer literacy in Microsoft Office applications, with advanced Microsoft Excel skills.
- Municipal Financial Management Programme (MFMP)
- Valid Code B Driver's Licence.

EXPERIENCE

- Minimum of 2–3 years' relevant experience in Finance section (Revenue Billing).
- Experience in a Local Government environment will be an added advantage.

KEY COMPETENCIES

- Good financial management and accounting skills.
- Sound analytical and problem-solving abilities.
- Good communication and interpersonal skills.
- Good report writing and presentation skills.
- Ability to work under pressure and meet reporting deadlines.
- Ability to maintain confidentiality and exercise sound judgement.
- Good numerical and reconciliation skills.

KNOWLEDGE

- Sound knowledge of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- Knowledge of the Municipal Systems Act, 2000 (Act No. 32 of 2000), particularly provisions relating to revenue management and customer care.

- Knowledge of municipal tariffs, rates and service charges.
- Knowledge of Generally Recognised Accounting Practice (GRAP) and municipal accounting principles.
- Knowledge of National Treasury Municipal Budget and Reporting Regulations.
- Understanding of municipal financial systems and billing software.

DUTIES

- Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.
- Coordinates specific administrative and financial sequencies associated with tariffs.
- Administer and maintain the municipal billing system to ensure accurate and timely billing of all municipal services.
- Verify, process and reconcile consumer accounts, tariffs and billing transactions.
- Process billing corrections, rebates, reversals and account amendments in accordance with approved policies.
- Reconcile billing income to the General Ledger and investigate variances.

***Please Note**:*

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING** INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL" THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

Report Fraud and Corruption – National Anti-Corruption hotline- 0800 701 701 (free) or SMS 39772.

CLOSING DATE: 31 August 2026

Endorsed by.

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Mr. M. Kunene
Municipal Manager

Date