



DIRECTORATE: FINANCIAL SERVICES

ACCOUNTANT: METER READING SERVICES

WC044FINRM0627

REF: FINAN T11 02/01/22

SALARY SCALE: R303 288 – R393 696 per annum T11

REQUIREMENTS:

- Financial tertiary qualification or a B-degree NQF 6
- 3 Years appropriate experience
- Computer literacy in accounting, MS Office
- Ability to communicate in at least two official languages of the Western Cape

SPECIAL CONDITIONS ATTACHED TO THE POSITION:

- Professional proficiency – good knowledge of function area
- Good knowledge of the financial legislation applicable to local government
- Accuracy and ability to give attention to detail
- Good interpersonal skills
- Good administrative and numerical skills
- Firm but fair approach
- Ability to function independently without constant supervision
- Ability to work under pressure
- High work standards

DUTIES:

- To ensure that data is processed and captured according to prescribed methods as required
- To ensure that accounting methods are correctly applied and that the correct tariffs are introduced to consumers
- To ensure that all correspondence received is dealt with in a professional and efficient manner
- To ensure that guarantees are honored with the specific financial institution and that the Guarantee Register is maintained
- To ensure that all correspondence received from consumers and members of public are attended to
- To ensure all correspondence received via the electronic mail system is addressed without delay
- To ensure that level of effective and efficient performance of the water and electricity sub-section (Consumer Administration) is on par and in line with relevant procedures and productivity guidelines and standards to promote efficiency and productivity

ENQUIRIES: MR HENRY MITCHELL (044 - 801 9031)

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under-represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Deputy Director: Human Resources, PO Box 19, George, 6530 or via e-mail: recruitment@george.gov.za.

Note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 04 FEBRUARY 2022



DIREKTORAAT: FINANSIËLE DIENSTE

REKENMEESTER: METERLESINGSDIENSTE

WC044FINRM0627

VERW: FINAN T11 02/01/22

SALARISSKAAL: R303 288 – R393 696 per jaar T11

VEREISTES:

- Finansiële tersiëre kwalifikasie of 'n B-Graad NKR 6
- 3 Jaar toepaslike ondervinding
- Rekenaargeletterdheid in rekeningkunde, MS Office
- Vermoë om in ten minste twee amptelike tale van die Wes-Kaap te kommunikeer

SPESIALE VOORWAARDES VERWANT AAN DIE POS:

- Professionele vaardigheid – goeie kennis van funksiearea
- Goeie kennis van die finansiële wetgewing van toepassing op plaaslike regering
- Akkuraatheid en vermoë om aandag aan detail te gee
- Goeie interpersoonlike vaardighede
- Goeie administratiewe en numeriese vaardighede
- Ferm maar regverdig benadering
- Vermoë om onafhanklik te funksioneer sonder konstante toesig
- Vermoë om onder druk te werk
- Hoë werkstandaarde

PLIGTE:

- Om te verseker dat data verwerk en vasgelê word volgens voorgeskrewe metodes soos vereis
- Om te verseker dat rekeningkundige metodes korrek toegepas word en dat die korrekte tariewe aan verbruikers bekendgestel word
- Om te verseker dat alle korrespondensie wat ontvang word op 'n professionele en doeltreffende wyse hanteer word
- Om te verseker dat waarborge by die spesifieke finansiële instelling nagekom word en dat die Waarborgregister bygehou word
- Om te verseker dat daar aandag gegee word aan alle korrespondensie wat van verbruikers en lede van die publiek ontvang word
- Om te verseker dat alle korrespondensie wat via die elektroniese posstelsel ontvang word, onverwyld aangespreek word
- Om te verseker dat die vlak van effektiewe en doeltreffende prestasie van die water- en elektrisiteit-subafdeling (Verbruikersadministrasie) op gelyke voet is met relevante prosedures en produktiwiteitsriglyne en -standaarde om doeltreffendheid en produktiwiteit te bevorder

NAVRAE: MNR HENRY MITCHELL (044 - 801 9031)

Die Raad oorweeg alle aansoeke in terme van sy Diensbillikheidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/ondervteenwoordige groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die pos vereistes voldoen, stuur 'n volledige CV en dekbrief en aansoekvorm, verkrygbaar by die kantoor: MenslikeHulpbronne, Burgersentrum, Yorkstraat, George. Rig u aansoek aan: DieAdjunk-Direkteur: Menslike Hulpbronne, Posbus 19, George, 6530 of via e-pos: recruitment@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van hoogste opvoedkundige kwalifikasies aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysings nommer en pos waarvoor u aansoek doen.** U aansoek sal onderwerp word aan verifikasie van kwalifikasies asook krediet en/of kriminelerekord ondersoek.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitings datumvir 'n onderhoud genooi word nie, kan u aanvaardat u aansoek onsuksesvol was.

DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE

SLUITINGS DATUM: 04 FEBRUARIE 2022