



**DIRECTORATE: FINANCIAL SERVICES**

**CONTROLLER: RATES & TAXES**

**REF: FINAN T10 05/01/22**

**WC0440635**

**SALARY SCALE: R256 920 – R333 468 per annum T10**

**REQUIREMENTS:**

- NQF 5 with 3 Year relevant qualification
- Code EB driver's license
- Computer literacy
- 3 Years' experience in a similar environment
- Ability to communicate in at least two of the official languages of the Western Cape

**SPECIAL CONDITIONS ATTACHED TO THE POST:**

- Professional proficiency – good knowledge of functional area
- Good knowledge of the financial legislation applicable to local government
- Accuracy and ability to give attention to detail
- Good interpersonal, 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 proper billing from effective period and that the Supplementary Valuation Rolls, Reviewed Supplementary Rolls, Appealed and Objected Supplementary Valuation Rolls are balanced and that the totals compare with the Financial System, and the services tariffs matched the category assigned to the property
- To ensure prepared journals are captured error – free for vote reconciliation purposes
- To ensure that findings emanating from inspections are executed according to departmental guidelines
- To ensure that journals are captured and balanced correctly per data on the printout
- To ensure Deeds of Sale contracts are processed and captured on the financial system for the levying of rates and levies
- To ensure that cancellation of contracts is processed and that all administrative requirements are met
- To ensure that all applications for rebates are processed according to guidelines and approved procedures
- To ensure that debit raising is carried out where building clauses are concerned
- To ensure that all tariffs are adjusted as necessary, and corrections done by journal
- To ensure that changes of property ownership is registered and that the applicable debits are raised
- To ensure the corrects tariffs are applied to new services and that the correct debits are raised
- To ensure that consolidations and subdivisions reflect correctly on the financial system
- To ensure the processing of valuation transactions are completed accurately in accordance with laid down accounting procedures and MPRA
- To ensure that rates and services charges are updated prior to debit raising
- To ensure that the correct tariffs are changed on Investment Incentives as approved by Council
- To aid clients and other personnel with enquiries on rates and taxes

**ENQUIRIES: MRS C LANGEVELDT 044 801 9010**

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 or [www.george.gov.za](http://www.george.gov.za) . Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Please 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 have not been contacted 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: 03 FEBRUARY 2022**



**DIREKTORAAT: FINANSIËLE DIENSTE**  
**KONTROLEERDER: TARIËWE & BELASTING**

**VERW: FINAN T10 05/01/22**

**WC0440635**

**SALARISSKAAL: R256 920 – R333 468 per jaar T10**

**VEREISTES:**

- NKR 5 met 3 Jaar relevante kwalifikasie
- Kode EB bestuurslisensie
- Rekenaargeletterdheid
- 3 Jaar ondervinding in 'n soortgelyke omgewing
- Vermoë om in ten minste twee van die amptelike tale van die Wes-Kaap te kommunikeer

**SPESIALE VOORWAARDES VERWANT AAN DIE POS**

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

**PLIGTE:**

- Om behoorlike fakturering vanaf effektiewe tydperk te verseker en dat die Aanvullende Waardasielyste, Hersiene Aanvullende Rolle, Appèl- en Beswaar-aanvullende Waardasielyste saldo's is en dat die totale met die Finansiële Stelsel vergelyk, en die dienstetariëwe ooreenstem met die kategorie wat aan die eiendom toegeken is
- Om te verseker dat voorbereide joernale akkuraat vasgelê word versoeningsdoeleindes
- Om te verseker dat bevindinge wat uit inspeksies voortspruit, volgens departementele riglyne uitgevoer word
- Om te verseker dat joernale vasgelê en korrek gebalanseer word per data op die drukstuk
- Om te verseker dat Koopakke-kontrakte verwerk en op die finansiële stelsel vasgelê word vir die heffing van tariëwe en heffings
- Om te verseker dat kansellasië van kontrakte verwerk word en dat aan alle administratiewe vereistes voldoen word
- Om te verseker dat alle aansoeke om kortings volgens riglyne en goedgekeurde prosedures verwerk word
- Om te verseker dat debietverhoging uitgevoer word waar bouklousules ter sprake is
- Om te verseker dat alle tariëwe aangepas word soos nodig, en regstellings word per joernaal gedoen
- Om te verseker dat veranderinge van eiendomsbesit geregistreer word en dat die toepaslike debiete gehef word
- Om te verseker dat die korrekte tariëwe op nuwe dienste toegepas word en dat die korrekte debiete gehef word
- Om te verseker dat konsolidasies en onderverdelings korrek op die finansiële stelsel reflekteer
- Om te verseker dat die verwerking van waardasiëtransaksies akkuraat afgehandel word in ooreenstemming met neergelegde rekeningkundige prosedures en MPRA
- Om te verseker dat tariëwe en dienstekoste opgedateer word voor debietverhoging
- Om te verseker dat die korrekte tariëwe op Beleggingsaansprings verander word soos deur die Raad goedgekeur
- Om kliënte en ander personeel te help met navrae oor tariëwe en belasting

**NAVRAE: MS C LANGEVELDT 044 801 9010**

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/ondervertegenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV en dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burger Sentrum, Yorkstraat, George of [www.george.gov.za](http://www.george.gov.za) by Vakatures. Rig u aansoek aan: Die Senior Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of via e-pos: [recruitment@george.gov.za](mailto:recruitment@george.gov.za).

Let wel: Heg asseblief gesertifiseerde afskrifte van hoogste opvoedkundige kwalifikasies aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.**

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 sluitingsdatum gekontak is nie, kan u aanvaar dat u aansoek onsuksesvol was.

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

**SLUITINGSDATUM: 03 FEBRUARIE 2022**