

VACANCY VAKATURE



**DIRECTORATE: FINANCIAL SERVICES
CONTROLLER: CREDIT CONTROL
WC044FINRM0655
REF: FINAN T10 03/06/22**

SALARY SCALE: R 256 920 – R 333 468 per annum T10

REQUIREMENTS:

- NQF Level 6 with bookkeeping and or accounting as a subject in the higher grade
- Debt collection to litigation level
- Computer literate
- Valid driver's licence
- To be able to function successfully in the post
- 3 years applicable experience in similar financial environment

COMPETENCIES:

- Mental stamina for: problem solving; make decision in a timely manner; deal with stressful situations on prioritizing multiple tasks.
- Objectiveness
- The ability to interpret and apply oral / written instructions.
- Legislative, managerial and departmental pressure.
- Frequent interruptions and pre-determined deadlines exist

KEY PERFORMANCE AREAS:

- To ensure that all indigent applications conform to requirements and that the processing of applications are conducted according to prescribed guidelines.
- To ensure that actions instituted against Consumers are in line with Council policy and office guidelines.
- To ensure that all arrear accounts are tendered to, and control is exercised on the collection of outstanding monies.
- To monitor and administer the statuses of the accounts of clients in various category accounts as listed above.
- To ensure that the number of arrangements are for the effective management of the Credit Control System and the capturing of statistical documentation and information.
- To ensure that all credit and control requirements are implemented and adhered to in terms of the Credit Policy of Council.
- To ensure that proper record is kept of all accounts subjected to administration, sequestration and liquidation.
- To ensure all recoveries are done as arranged with account holders.
- To ensure that service accounts of Personnel and Councillors / Contractors are monitored and that all monies due are recovered.
- To ensure an efficient administration process; to ensure that an efficient and effective financial administration control is provided.
- To ensure that financial accounts reflecting debit and credit balances conforms to all aspects as contained in the Credit Control Policy.
- To ensure assistance is provided to clients in reaching repayment agreements according to Council's By-Laws and Policies.
- To ensure that communication channels are effective, and that information is obtained and shared.
- To ensure all staff related matters are attended to and that a safe working environment is provided.

ENQUIRIES: MR HENRY MITCHELL (044 – 801 9031)

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, 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 Manager Human Resources, PO Box 19, George, 6530 or via e-mail: 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.

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.

THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 23 JUNE 2022

ICANDELO LOLAWULO: IINKONZO ZEMALI
UMLAWULI: ULAWULO LWAMATYALA
WC044FINRM0655
REF: FINAN T10 03/06/22

INQANABA LOMVUZU: R 256 920 – R 333 468 ngonyaka T10

IIMFUNeko:

- INqanaba lesi-6 le-NQF nogcino-zincwadi kunye okanye nocwangciso-mali njengesifundo kwibakala eliphezulu
- Ukuqokelelwa kwamatyala kwinqanaba lokumangalela
- Ukukwazi ukusebenzisa ikhompyutha
- Ilayisensi yokuqhuba esemthethweni
- Ukukwazi ukusebenza ngempumelelo kwisikhundla
- Iminyaka emi-3 yamava afanelekileyo kwimeko yezemali efanayo

UBUCHULE:

- Amandla engqondo o-: kusombulula ingxaki; ukwenza isigqibo ngexesha elifanelekileyo; ukujongana neemeko zoxinzelelo ekubekeni phambili imisebenzi emininzi.
- Ukungathathi cala
- Ukukwazi ukutolika nokusebenzisa imiyalelo yomlomo/ebhaliweyo.
- Uxinzelelo lwezomthetho, ulawulo kunye nolwesebe
- Iziphazamiso ezithe gqolo kwaye nemihla ebekwe kwangaphambili ikhona.

IINDAWO ZOKUSEBENZA EZIPHAMBILI:

- Ukuqinisekisa ukuba zonke izicelo zabangathathintweni ziyahambelana neemfuno kunye nokuba ukuqwalaselwa kwezicelo kuqhutywa ngokwemigaqo emiselweyo.
- Ukuqinisekisa ukuba amanyathelo athatyathiweyo ngakuBathengi ahambelana nomgaqo-nkqubo weBhunga nezikhokelo ze-ofisi.
- Ukuqinisekisa ukuba zonke ii-akhawunti ezisemva ziyahoywa, kwaye ulawulo luyasetyenziswa ekuqokelelweni kweemali ezingekahlawulwa.
- Ukubeka iliso nokulawula ubume bee-akhawunti zabaxumi kwiindidi ezahlukeneyo zamatyala njengoko zidweliswe ngasentla.
- Ukuqinisekisa ukuba inani lamalungiselelo lenzelwe ulawulo olusebenzayo lweNkqubo yoLawulo lwaMatyala kunye nokufakwa kwamaxwebhu eenkcukacha-manani kunye nolwazi.
- Ukuqinisekisa ukuba zonke iimfuno zetyala kunye nolawulo ziyaphunyezwa kwaye ziyathotyelwa ngokoMgaqo-nkqubo waMatyala weBhunga
- Ukuqinisekisa ukuba kugcinwa ingxelo efanelekileyo yazo zonke ii-akhawunti eziphantsi kolawulo, ukuthinjwa kunye nokutshona.
- Ukuqinisekisa ukuba zonke iimali ebeziyilahleko ezifunyenweyo kwakhona ziphathwa njengoko kucwangciswe nabanini-akhawunti.
- Ukuqinisekisa ukuba ii-akhawunti zeenkondo zaBasebenzi kunye nooCeba/iiKontraka zibekwe esweni kunye nokuba zonke iimali ezimele ukuhlawulwa ziyafunyanwa.
- Ukuqinisekisa inkqubo yolawulo esebenzayo; ukuqinisekisa ukuba ulawulo lwemali olusebenzayo luyabonelelwa.
- Ukuqinisekisa ukuba ii-akhawunti zemali ezibonisa imali etyalwayo neentsalela ezityalwa ngumasipala zihambelana nayo yonke imiba equlethwe kuMgaqo-nkqubo woLawulo lwaMatyala.
- Ukuqinisekisa ukuba uncedo luyanikezelwa kubaxumi ekufikeleleni kwizivumelwano zentlawulo ngokweMithetho kaMasipala kunye neMigaqo-nkqubo yeBhunga.
- Ukuqinisekisa ukuba amajelo onxibelelwano ayasebenza, kwaye ulwazi luyafunyanwa kwaye kwabelwana ngalo.
- Ukuqinisekisa ukuba yonke imiba enxulumene nabasebenzi iyahoywa kwaye kubonelelwa ngendawo yokusebenza ekhuselekileyo.

IMIBUZO: MR HENRY MITCHELL (044 – 801 9031)

uMasipala waseGeorge uya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV, incwadi ehamba nesicelo kunye nefomu yesicelo egcwalisiweyo efaneka kwi-ofisi yakwaHR, Civic Centre, eYork Street, eGeorge. Nceda thumela isicelo sakho ku: The Manager Human Resources, PO Box 19, George, 6530 okanye nge-imeyili: recruitment@george.gov.za

Nceda qaphela: Nceda uqhoboshele iikopi eziqinisekisiweyo zeyona mfundo iphakamileyo okanye iziqinisekiso ezifanelekileyo ngokweemfuno zomsebenzi. Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso. Isicelo sakho siya kuba phantsi kokuqinisekiswa kweziqinisekiso zakho kunye nokuhlolwa kwerekhodi lamatyala nolwaphulo - mthetho.

Izicelo ezifike emva kwexesha okanye izicelo ezithunyelwe ngefeksi aziyi kwamkelwa.

Ukuba awumenyanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga.

UMASIPALA WASEGEORGE UGCINE ILUNGELO LOKUNGAQESHI

UMHLA WOKUVALA: 23 eyeSilimela 2022