

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: CONTROLLER: RATES & TAXES - PERMANENT

WC044FSVA0635

REFERENCE: FIN T10 03/03/2023

Salary : R 269 508 – R 349 812 per annum T10
Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with Financial Accounting as a major subject.
- 0-2 years' relevant experience required.
- Computer literacy: MS Office
- Code EB driver's license

COMPETENCIES:

- Functional Competencies - Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management
- Professional Competencies - Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising
- Public Service Orientation Competencies - Interpersonal Relationships, Communication, Service Delivery Orientation
- Personal Competencies - Action and Outcome Orientation, Resilience, Cognitive Ability, Change Readiness, Learning Orientation
- Management / Leadership Competencies - Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- To ensure proper Billing from effective periods 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 matches 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 print-out
- 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 change 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 service charges are updated prior to debit raising
- To ensure that the correct tariffs are charged on Investment Incentives as approved by Council
- To aid clients and other personnel with enquiries on rates and taxes

SPECIAL CONDITIONS ATTACHED TO THE POST

- Good knowledge of the financial legislation applicable to local government
- Ability to work under pressure
- Must be able to communicate in at least two of the official languages of the Western Cape

ENQUIRIES: MS CHERYL LANGEVELDT (044 - 801 9010)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **14 April 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 1. Canvassing of Councillors.**
- 2. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed. The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under -represented groups.

CLOSING DATE: 14/04/2023

SIJIKELEZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEMALI

IGAMA LESITHUBA: UMLAWULI: IRHAFU -NGOKUSISIGXINA

WC044FSVA0635

IREFERENSI: FIN T10 03/03/2023

Umvuzo : R 269 508 – R 349 812 ngonyaka T10

Iinzuzo ezongezelelweyoo zenkonzo : Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.

IIMFUNeko EZINCINANE:

- Isiqinisekiso esifanelekileyo semfundo ephakamileyo seminyaka emi-3, kukhethwa iDiploma yeSizwe okanye iB Com enoCwangciso lwezeMali njengesona sifundo siphambili.
- 0-2 iminyaka yamava afanelekileyo iyafuneka.
- Ulwazi lwekhompyutha: (MS Office)
- Ikhawudi EB yePhepha- mvume lokuqhuba

UBUCHULE:

- Ubuchule bokusebenza – Ucalulo -mali, Ukufumana ngokuthenga, Uhlahlo lwabiwo-mali, Ulawulo lweMali, lindleko, Ingxelo yezeMali, Ulawulo lweNkqubo yeMali
- Ubuchule boBungcali – Unxibelelwano lomlomo, Unxibelelwano olubhaliweyo, Ulwazi loMbutso, Ukusombulula iNgxaki, Ucwangciso noLungiselelo
- Ubuchule bokuqhelaniswa nenkonzo yoLuNtu -Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweenkonzo.
- Ubuchule boMntu – Ukuqhelaniswa neNyathelo kunye neziphumo, Ukomelela, Isakhono sokuqonda, Ukulungela inguqu, Ukuqhelaniswa nokufunda
- Ubuchule boLawulo/bobuNkokheli – Impembelelo nefuthe, Ukuqhelaniswa neQela, Ukubeka umkhomba ndlela, Ukuqeqesha kunye nokuthantamisa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuqinisekisa uXwebhu olufanelekileyo loLuhlu lweZinto ekumele zihlawulwe ukususela kumaxesha okuqalisa kunye nokuba Imiqulu yoQingqo-maxabiso eyongezelelweyo, Imiqulu yoQingqo- maxabiso eqwalaselwe ngokutsha, Imiqulu yoQingqo- maxabiso ekungeniswe iSibheni ngayo kunye neChaswayo itholekisiwe kwaye amaxabiso ewonke athelekiswe neNkqubo yezeMali, kwaye noluhlu lweerhafu zeenkonzo luhambelana nodidi olunikezelwe kwipropati.
- Ukuqinisekisa ukuba iijenali ezilungisiweyo zifakwa kwikhompyutha ngaphandle kweempazamo ngeenjongo zovumelelwaniso lwevoti
- Ukuqinisekisa ukuba izinto ezifunyanisiweyo eziphuma kuhlolo ziyenziwa ngokwezikhokelo zesebe
- Ukuqinisekisa ukuba iijenali zifakwa ekhompyutheni kwaye zilungelelaniswe ngokuchanekileyo ngokolwazi ngalunye olushicilelweyo
- Ukuqinisekisa ukuba iimvumelwano ze-Ntengiselwano ziyasetyenzwa ze zifakwe kwinkqubo yezemali ukulungiselela ukurhafiswa kweerhafu.
- Ukuqinisekisa ukuba ukurhoxiswa kweekhonthakthi kuyasetyenzwa nokuba zonke iimfuneko zolawulo ziyafezekiswa
- Ukuqinisekisa ukuba zonke izicelo zezaphulelo ziqwalaselwa ngokwezikhokelo kunye neenkqubo ezivunyiweyo
- Ukuqinisekisa ukuba ukufakwa kwetyala kuyenziwa apho amagatya ezakhiwo ebandakanyeka
- Ukuqinisekisa ukuba zonke iirhafu ziyahlengahlengiswa njengoko kuyimfuneko kwaye izilungiso zenziwe ngejenali
- Ukuqinisekisa ukuba utshintsho lobunini bepropati lubhalisiwe kwaye amatyala afanelekileyo ayafakwa

- Ukuqinisekisa ukuba amaxabiso achanekileyo ayasetyenziswa kwiinkonzo ezintsha kunye nokuba amatyala achanekileyo ayafakwa
- Ukuqinisekisa ukuba udibaniso nolwahlulo kwakhona lubonakala ngokuchanekileyo kwiNkqubo yezeMali
- Ukuqinisekisa ukusetyenzwa kweentengiselwano zoqingqo-maxabiso kuqunjelwa ngokuchanekileyo ngokuhambelana nemigaqo yocalulo-mali ebekiweyo kunye neMPRA.
- Ukuqinisekisa ukuba iirhafu kunye neentlawulo zenkonzo ziyahlaziywa phambi kokuba kufakwe ityala
- Ukuqinisekisa ukuba amaxabiso achanekileyo ayabizwa kwiiNkuthazo zoTyalo-mali njengoko amkelwa liBhunga
- Ukunceda abaxumi kunye nabanye abasebenzi ngemibuzo ngeerhafu

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Ulwazi olulungileyo lomthetho wemali osebenza kurhulumente wasekhaya
- Ukukwazi ukusebenza phantsi koxinzelelo
- Kufuneka ukwazi ukunxibelelana ngeelwimi ezimbini ezisemthethweni zaseNtshona Koloni.

IMIBUZO: NKS CHERYL LANGEVELDT (044 - 801 9010)

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni kunye neCV ebanzi, iikopi zeziqinisekiso zemfundo, isazisi, kunye nephapha- mvume lokuqhuba. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa recruitment@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla 14 UTshazimpuzi 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kungca wesihloko se-imeyili.**

Zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

- 1.Ungangeniswa kweekopi zeziqinisekiso zemfundo/ iirekhodi.**
- 2.Ukurhwetyeshwa kooCeba.**
- 3.Ukungeniswa kweziqinisekiso zobuqhophololo kunye /okanye amaxwebhu**

QAPHELA: Nceda uqaphele ukuba abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi UMasipala ugcina ilungelo lokungaqeshi

Ukuba awukhange uve kuthi phakathi kweentsuku ezingama-30 zomva wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

UMHLA WOKUVALA: 14/04/2023