

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: Accountant: Meter Reading Services - George
(Permanent)
WC044FSBL0627
REFERENCE: 3120055

Salary: R335 328 -R435 288 (T11)
Additional Service Benefits: Medical Aid, Pension, Housing 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. (Include transcript)
Computer Literacy: MS Office
2 - 5 years' relevant experience required.

COMPETENCIES:

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

KEY PERFORMANCE AREAS:

Ensure that data is processed and captured according to prescribed methods as required.
Ensure that accounting methods are correctly applied and that the correct tariffs are introduced to consumers.
Ensure that all correspondence received is dealt with in a professional and efficient manner.
Ensure that guarantees are honoured with the specific financial institution and that the Guarantee Register is maintained.
Ensure that all correspondence received from consumers and members of public are attended to.
Ensure all correspondence receive via the electronic mail system is addressed without delay.
Ensure that the 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.

SPECIAL CONDITIONS ATTACHED TO THE POST:

The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
Professional proficiency – good knowledge of functional area.

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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.
Computer literacy in accounting, MS Office.
High work standards.

PROBATION PERIOD: 6 months

ENQUIRIES: Amelia Shelton (044) 801 9070

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-05-13]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable. **Only online applications will be accepted.**

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.
Canvassing of Councillors and/or officials.
Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

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The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-05-13] AT 16:30PM