

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: Controller: Credit Control x 2 - George
(Permanent)
WC044 0655/2009
REFERENCE: 3436211

Salary: R296 844 - R385 296 (T10)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 12
Computer Literacy: MS Office
Relevant Financial Certificate
5-8 years' relevant financial experience with supervisory experience.

COMPETENCIES:

Core Professional Competencies: Written & Oral Communication, Attention to Detail, Influencing; Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.
Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
Personal Competencies: Action Orientation; Resilience, Change Readiness, Cognitive ability, Learning orientation.
Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure that all indigent applications conform to requirements and that the processing of applications are conducted according to prescribed guidelines.
Ensure that actions instituted against Consumers are in line with Council policy and office guidelines
Ensure that all arrear accounts are tended to, and that control is exercised on the collection of outstanding monies.
Monitor and administer the statuses of the accounts of clients in various category accounts as listed above.
Ensure that the number of arrangements are made for the effective management of the Credit Control System and the capturing of statistical documentation and information.
Ensure that all credit control requirements are implemented and adhered to in terms of the Credit Control Policy of Council.
Ensure that all sequences associated with Credit Control and Debt Collection is executed according to Council Policy.
Ensure that proper record is kept of all accounts subjected to administration, sequestration and liquidation.
Ensure all recoveries are done as arranged with account holders.
Ensure that service accounts of Personnel and Councillors / contractors are monitored and that all monies due are recovered.
Ensure an efficient administration process; to ensure that an efficient and effective financial administration control is provided.
Ensure that final accounts reflecting debit and credit balances conforms to all aspects as contained in the Credit Control Policy.
Ensure all legal requirements are followed.
Ensure assistance is provided to clients in reaching repayment agreements according to Council's Bylaws and Policies.

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Ensure that communication channels are effective, and that information is obtained and shared.
Ensure that all staff related matters are attended to and that a safe work environment is provided.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be able to communicate in 2 of the 3 official languages of the Western Cape

Professional proficiency – good knowledge of functional area

Must have good interpersonal skills

Must be able to handle conflict situations

Must have good communication and interpretation skills

Must be able to work under pressure

Must be reliable and trustworthy

Must have high work standards

Must give attention to detail

Must have good leadership and people skills

Must have good administrative and numerical skills

Must be willing to attend internal courses relative to the requirements of the post

Ability to function independently without constant supervision

Good knowledge of the financial legislation applicable to Local Government

Must be willing to work after normal hours, if required

Confidentiality and integrity (sensitive information)

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.

PROBATION PERIOD: 6 months

ENQUIRIES: Billy Pietersen (044) 801 9112

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 **[2024-10-30]** 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.

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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.

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: [2024-10-30] AT 16:30PM