

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: ACCOUNTANT RATES & TAXES - GEORGE

PERMANENT APPOINTMENT

WC0443432

REFERENCE: 3891118

CLOSING DATE: 2025-11-19 AT 16:30

Salary	: R440 940 - R572 400 per annum (T12)
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- 2 – 5 Years' relevant experience required, with supervisory experience.
- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. (Transcript must be attached)
- Computer literacy: MS Office

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:

- Ensure that procedural systems and functionality is monitored and improved to enhance service delivery.
- Ensure that applications for rebates are correct and justified and that it is correctly applied and exercised.
- Ensure correct payment of credit balances and/or transfer of credits.
- Ensure that the correct tariffs are calculated, and the data verified in processing purchase contracts.
- Ensure that the correct tariffs are calculated, data verified and entries balanced.
- Ensure that cancelled contracts are accurately processed.
- Ensure that the functional duties associated with the change of ownership is correctly processed
- Ensure that all monies due for the cleaning of overgrown erven is recovered.
- Ensure that all changes to the Deeds Transport list have been captured and the correct processing done.
- Ensure that all consolidations and subdivisions of erven are dealt with correctly.
- Ensure that the rates and tariffs are adjusted, and the correct tariffs applied.
- Ensure that all the votes are reconciled and balances with the reports generated from the financial

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system.

- Ensure that specific functional duties are carried out for the Section to operate successfully.
- Ensure the processing of valuation transactions are completed accurately in accordance with laid down accounting procedures and legislation.
- Ensure that Rates and Services debits are raised.
- Ensure that preset targets regarding the meeting of service delivery objectives are met.
- Ensure accurate and correct billing has been performed and Council receives additional income.
- Ensure correct procedures have been followed and discounts granted as per Council approval.
- To aid clients with enquiries on rates and taxes.

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 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, MSOffice.
- High work standards

ENQUIRIES: Cheryl Langeveldt (044) 801 9010

PROBATION PERIOD: 6 months

INSTRUCTIONS TO APPLICANTS

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 **[2025-11-19]** at **16:30**.

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.

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Disqualification:

Please note that the following may lead to disqualification:

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluations, practical assessment and interviews will be disqualified.

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.

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