

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: SENIOR ACCOUNTANT BILLING ADMINISTRATION - GEORGE

PERMANENT APPOINTMENT

WC0443448

REFERENCE: 3891107

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

Salary : R496 452 - R644 436 per annum (T13)
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. (Transcript must be attached)
- Computer Literacy: MS Office
- 5 – 8 years relevant experience required which includes 2 years of supervisory experience
- Code B 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:

- Ensure that the Section is positioned to capably accomplish the critical requirements related to the Water and Electricity Administration Management and related responsibilities.
- Ensure effective accounting systems and that procedures are implemented to enable control, accurate assessment of responsibilities and responsive decision making in respect of the ability of the Municipality to sustain an effective meter reading system.
- Ensure that consumer account administration is performed efficiently by verifying tariff structure applications and amendments.
- Ensure that the conditions of the contract are met and exercised according to specifications.
- Ensure that all the required reconciliations are carried out according to guidelines.
- Ensure that all aspects of supervision of staff and workplace is attended to and managed.
- Ensure that water and electricity data is captured and raised correctly.
- Ensure that meter debts are scrutinized for correctness before submitting it for placement on the consumer account.
- Ensure that credits are verified as correct before passing instruction for reimbursement.
- Ensure that all role players are informed on statistics regarding water and electricity consumption.

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- Ensure that Council is informed of consumption trends and comparisons for versus previous years for the same period.
- Ensure that consumers are informed of the principles regarding access to meters and obtaining the correct meter readings.
- Ensure that input is given for budget requirements.
- Ensure that service delivery is enhanced through the expansion of software programs.
- Ensure that all contract clauses are applied correctly.
- Ensure that the Auditors are provided with the required information as requested.
- Ensure that the Tariffs approved by Council is amended and maintained.
- Ensure that the processes preceding the journals and the journals after compilation is correct.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in at least two of the three official languages of the Western Cape.
- 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 good leadership and people skills.
- Must be willing to work after normal office hours.

ENQUIRIES: Farren Louw ((044) 801 9021)

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.

Disqualification:

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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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