

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: SENIOR ACCOUNTANT: CREDIT CONTROL - GEORGE

PERMANENT APPOINTMENT

WC0443405

REFERENCE: 3892293

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

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
Perks	: Cellphone (subject to prescribed requirements)

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 all administrative sequences and accounting controls and processes are carried out as per the National Treasury Instructions, Council Resolutions and other relevant official instructions and guidelines.
- Secure the efficient operation and performance of the sections and staff in the Credit Control Division.
- Manage, control and ensure that all sequences associated with Debt Collection are followed.
- Ensure that all functions regarding Credit Control are managed and supervised properly and ready to be carried out according to prescribed guidelines,
- Ensure the effective management and control of and adherence to credit control policies and the compilation of new policies in Credit Control.
- Ensure that legal proceedings are instituted against non-paying clients and that the process is monitored correctly.
- Ensure adequate attendance and participation at IDP Meetings and Road shows.

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- Analyse the information and make informed decisions about the financial status of the Division on an ongoing basis.
- Manage and coordinate to ensure and maintain in-house and overall procedures and methods.
- Ensure efficient flow of information, system performance and data utilization for better service delivery.
- Ensure that departmental standards are adhered to and monitored for deviations.
- Ensure adequate management of the Masakhane Project for compliance and that reports are submitted to Council.
- Ensure that the statuses of these accounts are managed and controlled properly and action instituted.
- Manage the process of arrangement and engagement to ensure that the channels of communication are effective and adhere to in line with Council policies.
- Be able to verify all prepared documents before approval.
- Ensure proper recording of all cases and that recoveries are done as arranged.
- Ensure that the Credit Control Section operates efficiently in providing a professional service to the public and Clients.
- Relay accurate feedback regarding departmental issues at various meetings.

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 and supervisory skills
- Good accounting, administrative and numerical skills
- Firm but fair approach
- Ability to function independently without constant supervision
- Ability to work under pressure
- High working standards
- Must be able to speak at least 2 of the 3 official languages of the Western Cape
- Must be able to meet specific deadlines in the execution of duties

ENQUIRIES: Carey Jansen van Vuuren (044) 801 9177

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).

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- 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 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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