



iLEMBE DISTRICT MUNICIPALITY
iLEMBE UMASIPALA WESIFUNDA

iLembe District Municipality is strategically positioned for Developmental and Economic potential in KZN. The Municipality subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998

DEPARTMENT OF FINANCE
ACCOUNTANT: REVENUE
TASK 12: R341 484.94 – R443 270.98 P.A.

Requirements:

- Grade 12
- National Diploma in Accounting/Higher Diploma in Accounting
- 3-5 years considerable management experience in a utilities billing / revenue environment in local government
- Fluency in English and isiZulu
- Good Communication skills
- Analytical skills
- Interpersonal skills
- Computer Literacy (MS Excel and Word essential)

Responsibilities:

- Co-ordinates and controls billing procedures
- Co-ordinates and controls database maintenance procedures
- Ensuring that changes to the property source data e.g. valuation roll, deeds are monitored and changes affecting our database are processed
- Checking and ensuring that suspense accounts are reconciled and cleared monthly.
- Checking and ensuring monthly bank reconciliations are prepared and reconciling items cleared timeously.
- Checking and authorising of journals.
- Month-end and Year-end closure of the financial system
- Co-ordinate and prepare input for bad debts provisions and debt write-off
- Co-ordinate budget input for water and sanitation revenue budget
- Liaison with internal and external auditors
- Preparing a monthly reconciliation of the number of units of water billed vs purchased.
- Co-ordinates and prepare input to Revenue Reports.

BENEFITS: 13th Cheque, Generous Leave, subsidised pension, medical aid, additional provident fund and home ownership scheme subject to certain conditions.

Kindly forward your application letter together with your detailed Curriculum Vitae and **certified copies** of your qualifications, ID and valid driver's licence to: The Municipal Manager: iLembe District Municipality, P.O. Box 1788, KwaDukuza, 4450 or hand deliver at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

Applicants are encouraged to use the **Employment Application Form** (Annexure B) available from the municipal website www.ilembe.gov.za and from iLembe House. Applications. Enquiries are to be directed to **Manager Human Resources: Mr GM Nzuza on (032) 437 9348/9524**. The closing date for the submission is **25 March 2022 @ 16h00**. No late, faxed and/or incomplete applications will be considered.

Please note: Should you not be contacted by this office within three (3) months after the closing date, kindly consider that your application was not successful.


NG KUMALO
MUNICIPAL MANAGER