



## MERAFONG CITY LOCAL MUNICIPALITY



Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position

### **FINANCE INTERNAL / EXTERNAL JOB POSTING**

#### **DIRECTORATE: FINANCE**

**POSITION** : CHIEF ACCOUNTANT CREDIT CONTROL & CLIENT  
**SECTION** : REVENUE  
**REFERENCE** : FIN/CAC/1/11/24  
**REMUNERATION** : IN ACCORDANCE WITH JOB LEVEL 4 OF  
**MERAFONG CITY LOCAL MUNICIPALITY (R 539 011.89 EXCLUDING  
BENEFITS)**

**REQUIREMENTS:** Grade 12 • 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject • 5-8 years relevant experience which required 2 years of supervisory experience • Computer Literacy: MS Office • Code B driver's license.

**RESPONSIBILITIES:** Coordinating and controlling processes sequences associated with the verification and provision of information related to Revenue (Services, Meter, Readings, Data Processing and Prepaid transactions).• Analysing and approving revenue (services) recording processes referring to information detailed in supporting documentation and submitting deviations to the Manager Revenue. • Providing support with regards to the consolidation of income transactional information to facilitate the production of Financial Statements. • Preparing statistical reports depicting consumption fluctuations history through the comparison with consumption, inclusive of explanations to support specific deviations. • Running system functionality to upload billing data to individual debtor account by using all segments of Mscoa. • Interacting with the Manager Revenue and internal/external Auditors and males available information, supporting documentation guiding specific recordings, adjustments and allocation of Account receivable transactions. • Responsible for the monthly checking of documents and registers including cash statement, cheque register outstanding accounts, service journal, monthly levies, cut-off-list and escalation fee. • Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meeting/ counselling and/or other approved methods designed to improve and motivate personnel. • Analysing transactional recordings (reports generated by the Consolidated Billing System), Debtors reports and summarise and, processing adjustments to entries. • Reconciling cash receipted and proceeding with the posting and balancing of General Ledger. •

Verifying monthly bank reconciliations and cash reconciliations through identifying and correcting discrepancies between cash book and bank statement.

**COMPETENCIES: Core Professional Competencies** • Oral Communication • Written Communication • Organisation Awareness • Costing • Financial Reporting • Problem Solving • Planning and Organizing • **Functional Competencies** • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Service Delivery Orientation • Communication • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

**DIRECTORATE: FINANCE**

**POSITION** : CHIEF ACCOUNTANT (W/L) ASSESSMENT RATES  
**SECTION** : REVENUE  
**REFERENCE** : FIN/CAC/2/11/24  
**REMUNERATION** : IN ACCORDANCE WITH JOB LEVEL 4 OF MERA FONG CITY LOCAL MUNICIPALITY (R 539 011.89 EXCLUDING BENEFITS)

**REQUIREMENTS:** Grade 12 • 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject • 5-8 years relevant experience which required 2 years of supervisory experience • Computer Literacy: MS Office • Valid driver's license

**RESPONSIBILITIES:** Coordinating and controlling processes sequences associated with the verification and provision of information related to Revenue (Services , Meter Readings, Data Processing and Pre-paid transactions. • Analysing and approving revenue (services) recording processes referring to information detailed in supporting documentation and submitting deviations to the Manager: Revenue. • Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements. • Preparing statistical reports depicting consumption fluctuations through the comparison with consumption history and current consumption, inclusive of explanations to support specific deviations. • Running system functionality to upload billing data to individual debtor account by using all segments of Mscoa. • Interacting with the Manager: Revenue and Internal/ External Auditors and makes available information, supporting documentation guiding specific recordings, adjustments and allocation of Account receivable transactions. • Responsible for the monthly checking of documents and registers including cash statement, cheque register outstanding accounts, service journal, monthly levies, cut-off lists and escalation fee. • Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel. • Analysing transactional recordings (reports generated by the