

DIRECTORATE: MUNICIPAL MANAGER

POSITION : SUB ACCOUNTANT INSURANCE
SECTION : RISK MANAGEMENT OFFICE
REFERENCE : RISK/4/11/2024
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 6 OF
MERAFONG CITY LOCAL MUNICIPALITY (R 424 127.24 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. 0-2 years' relevant experience required • Valid drivers license.

RESPONSIBILITIES: Maintaining accurate and up to date financial records, including journals, ledger and spreadsheets. • Processing and reconcile insurance related transactions, such as premiums, claims and commissions. •Preparing and review financial statements including balance sheets, income statement and cashflow statements. • Ensuring compliance with accounting standards, regulatory requirements and municipal policies. • Managing insurance policies including policy assurance renewal and cancelation. •Processing and verify insurance claims ensuring accuracy and adherence to municipal policies. •Maintaining relationships with insurance carries, brokers and agent. •Monitoring and reporting on insurance coverage , premiums and claims• Developing and maintain dashboard and KPIs for insurance operations • Ensuring compliance with insurance regulations, laws and municipal standards.

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.