



MASILONYANA LOCAL MUNICIPALITY

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

FINANCE DEPARTMENT REVENUE SECTION: REVENUE MANAGER (THEUNISSEN) INTERNAL & EXTERNAL

Requirements:

- Grade 12 plus
- National Diploma or Bachelor of Commerce Degree in Accounting and/or Financial Management
- 2-3 years related experience
- Ability to compile AFS
- Must be able to work under pressure
- Verbal and written communication skills at all levels
- Must have a competency certificate (MFMP)

Key Responsibilities:

- Monitoring revenue collection and receipting and processes referring to information detailed in supporting transactional documentation and resolving deviations from procedures.
- Attend to the consolidation of Debtor Accounts, extracting and submitting reports detailing amounts payable for approval prior to generating and forwarding Consumer Billing Statements.
- Ensure that municipal revenue is collected and debtors queries are resolved within reasonable period
- Prepare statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interact with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.
- Balance cash receipts against entries recorded in receipt books and preparing the schedule categorizing income received for according to services and preparing bank deposit notifications.
- Process and verify debtor transactions against system reports and summaries and, seeking approval on adjustments to entries for specific accounts.
- Reconcile Debtor accounts and proceeding with the posting and balancing of ledger accounts.
- Generate reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters.
- Generate Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.

SALARY: R317 336,24 p.a

Enquiries can be directed to the Manager HR, Mr G.M Tjolo at 057-7330106/7 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at HR offices in Theunissen.
Applications must be submitted in sealed envelopes clearly marked "Job application"

No e-mails, faxes or late submissions will be accepted.

Closing date: 28 December 2016

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.

**M.D NTHAU
MUNICIPAL MANAGER
09/12/2016**