

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancy:

ACCOUNTANT CREDIT CONTROL **INCOME SECTION** **DIRECTORATE FINANCE**

TASK LEVEL 12

R260 040 to R337 488 (Basic Salary)

R393 098 to R493 130 (Total cost to Council Package)

KEY PERFORMANCE AREAS OF POST:

- Manage and coordinate the functions in the Debt Recovery and Credit Control sections
- Implement the Indigent Subsidy Policy to ensure that Council is protected against fraudulent payments of rebates to consumers who do not qualify for such rebate in terms of the said Policy
- Management and coordination of personnel in the debt recovery, credit control and sundry debtors sections
- Initiate Legal Action
- Administer Debt Recovery Actions

MINIMUM QUALIFICATIONS & EXPERIENCE

B. Degree with Law Administration or equivalent Diploma with Accounting

5 years relevant experience in a debt collecting environment

Computer Literacy in the Microsoft Package, Internet, Debt Collection Software packages example Legal Suite

Valid Driver's License

Good knowledge of local government financial practices and legislation

Analytical and problem solving skills

Good interpersonal and customer service skills

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Coloured, Indian Female or African, Coloured or Indian Male if a suitable candidate in that category can be identified.

To apply applicants **MUST** complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysna.gov.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 14 DECEMBER 2016

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

B R ELLMAN

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.