



**NDWEDWE LOCAL MUNICIPALITY  
UMASIPALA WASENDWEDWE**

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**DEPARTMENT : FINANCE DEPARTMENT**  
**POSITION : ACCOUNTANT REVENUE**  
**NATURE OF APPOINTMENT : PERMANET**  
**TASK GRADE : 14**  
**SALARY NOTCH : R483 522.47**  
**SALARY SCALE : R483 522.47 pa-R 627 654.55**  
**REF. NUMBER : KZ293FIN034**

**MINIMUM REQUIREMENTS**

The incumbent must have a Matric Certificate and a three- year National Diploma/Degree in Accounting qualification, plus 5 years post qualification experience in Local Government at least 3 years must be in Revenue Management. Must have completed minimum competency in line with Government Gazette No. 37432. Valid Driver's license.

**KNOWLEDGE, SKILLS & COMPETENCY**

- Knowledge of local government legislations
- High Level of Computer Literacy
- Good communication and presentation skills
- SAGE Evolution

**KEY RESPONSIBILITIES**

- Prepare a monthly bank reconciliation and Investment register.
- Implementing credit control mechanisms, ensuring that controls are in place are adequate for the smooth running of the Section.
- Conducting studies on other possible sources of revenue and making recommendations to relevant personnel.
- Obtaining monthly totals per cash book and comparing with totals with the General Ledger.
- Participating in the compilation of the annual financial statements, preparing reconciliations of debtors, preparing lead schedules for all revenue sections, and submitting to the Auditor General as required by the legislative prescripts.
- Preparing reports (monthly, quarterly, annually) for the revenue Section to assist management in the reporting to the standing committees and Council meetings and attending relevant meetings.
- Attending to the compilation and maintenance of the annual and adjustment budget to ensure

that the objectives of the Municipality are met in accordance with the Integrated Development Plan.

- Interacting 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.
- Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts, including handing over of long outstanding accounts.
- Authorising daily billing runs, scrutinising billing runs for abnormally high accounts, and reporting to the Manager.
- Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.
- Coordinating the banking and balancing of revenue collections.
- Analysing and evaluating the consolidated rates and valuations system in terms of best practise to facilitate effective revenue collection.
- Analysing and verifying transactional recordings, Debtor reports and summaries, approving adjustments to entries, and monitoring reminder notifications for circulation to overdue debtors and establishing payment terms and conditions with defaulters.
- Clearing of income suspense accounts to ensure proper allocation of funds received, identifying deposits receipted in the suspense account and tracing and following up on depositors of such monies for declaration.
- Reviewing daily banking balancing to avoid under/ over banking and signing off as proof of review.
- Updating cashbook with the receipts received through the bank and over the counter for the preparation of the monthly report.

## **BENEFITS**

13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy and cellphone allowance.

## **CLOSING DATE: 28 MARCH 2025 @ 16h00**

If you meet the requirements submit the application on a form obtainable on request or [www.ndwedwe.gov.za](http://www.ndwedwe.gov.za) accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality**

**Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.**

**Faxed, e-mailed, Z83 form late applications will not be considered.**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

**APPROVED BY:**

  
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**MR. SDG KHUZWAYO**  
**MUNICIPAL MANAGER**

11 / 03 / 2025  
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**DATE**