

NDWEDWE LOCAL MUNICIPALITY

UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
4342
KwaZulu Natal
South Africa +27 (0)32 532 5000
mm@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT	: FINANCE SERVICES
POSITION	: CREDIT CONTROLLER
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 12
SALARY NOTCH	: R 424 854.37
SALARY SCALE	: R 424 854.37 – R551 483.60 pa
REF. NO	: KZ293 FIN028

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate and a three- year National Diploma/Degree in Credit Management/Finance/Accounting related qualification, plus a minimum of two years proven working experience in Revenue Management within Local government or Public Sector. Must have completed or working towards completion of minimum competency. Valid Driver's license minimum Code B/C!

KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of Local government Legislations and Regulations
- Good communication and numerical skills
- Computer literacy
- High level of proficiency in writing and analytical skills

KEY RESPONSIBILITIES

- Supervision of Debtors clerk and Property Rates Clerk
- Follow up and monitoring on all processes associated with debt collection on overdue accounts.
- Controlling and Reporting on handed over accounts.
- Reconciling Account Receivables, and proceeding with posting and balancing of ledger accounts
- Reconciling, using specific formula and procedures, to determine statutory accounts (Value Added Tax, etc.) and verifying records against transactional information.
- Administration of Indigent Support Programme
- Preparing Credit control and Debt Collection Reports

- Ensuring implementation of by-laws, credit control and collection policy, property rates policy, indigent support policy and any other policies affecting collection of monies.
- Interacting with internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments, and allocation of Account Receivable Accounts.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid and Housing subsidy.

If you meet the requirements submit the application on a form obtainable on request or 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.

CLOSING DATE: 16 FEBRUARY 2026 @ 16h00

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.



MR. SDG KHUZWAYO
MUNICIPAL MANAGER

27 / 01 / 2026
DATE