

Kareeberg Municipality

INTERNAL / EXTERNAL ADVERTISEMENT

Kareeberg Municipality, with its headquarters in Carnarvon, invites suitably candidates to apply for the following vacant post. The municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively representation in terms of race, gender and disability.

56/2019 ACCOUNTANT: INCOME

<p>Salary: (T-scale 12, level 1) R313 736.</p> <p>Abovementioned salary offers the following benefits A 13th cheques Pension fund benefits Medical-aids funds benefits Leave benefits</p> <p>Requirements: Matric Degree or National Higher Diploma in Financial Management and Administration / Accounting NQF level 6 (diploma) Compliance with the relevant Minimum Competency Levels for Financial Management as prescribed Computer literate (proof) Able to work odd hours or shift work</p>	<p>Skills required:</p> <ul style="list-style-type: none">* Valid drivers' license* Working independently and problem-solving skills* Proven supervisory* Sound human relations and communication,* a well-developed verbal power of reasoning as well as language proficiency* to be creative and analytical thinking* Good human relations* Conflict handling* Communication skills* No criminal record
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Experience:

- 3 years or equivalent

Responsibilities:

- Communicating with the Head of department on specific Key Performance Areas
- Verification and Reporting
- Transactional Procedures and Applications
- Data Management and Recordkeeping.
- Supervision and Control (cashiers and motor registration)
- Interaction and Communication
- Reports and Correspondence
- Operational Functions: Billing, Accounts and Rates
- Operational Functions: Credit Control
- Indigents Functions: Credit Control

Interested persons are requested to forward a complete application form together with certified copies of qualifications to the Municipal Manager.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Municipal Manager, Mr. M F Manuel on 053 3823012 during office hours.

Closing date: 17 January 2020 at 12:00

No faxes or e-mail will be considered.

NB.

- Fraudulent qualifications or documentations, including driver's licenses, will immediately disqualify any applicant.

Approved


- Kareeberg Municipality has firm commitment to the advancement of the previously disadvantaged, including women and the disabled.
- If no notifications regarding this advertisement has been received within three months of the closing date, please assume that the applications was unsuccessful.
- Correspondence will be limited to short listed candidates.
- The Municipality reserves the right not make any appointment.

MR. M F MANUEL
MUNICIPAL MANAGER

P.O Box 10
CARNARVON
8925

053-3823012

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Web. www.kareeberg.co.za
Notice board

Approved
Manuel