

3. DEPARTMENT: BUDGET AND TREASURY

3.1. CHIEF ACCOUNTANT: CREDITL CONTROL & INDIGENT MANAGEMENT POST LEVEL 04

Ref No: BTO/01/01/2024

Annual salary: R463 455.63 – R475 111.83

Duration: Permanent

REQUIREMENTS

- Grade 12
- BCompt or B-Com Degree in Accounting (NQF Level 7) or Relevant Qualification
- MFMA Certificate will be an added advantage.
- Valid Driver's License
- 5 Years of Relevant Experience in Middle Management
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Coordinate Credit Control & Debt Collection Services
- Assist in the development, review and implementation of various revenue policies and by-laws in line with applicable legislation.
- Assist in the development and implementation of revenue enhancement strategies.
- Coordinate and review revenue and debt collection strategies.
- Monitor calls logged into the system on the debtor's account history.
- Support cash flow management initiatives.
- Provide analysis on cash collection to the Manager.
- Coordinate property rates billing and administration.
- Verify calculations of clearance figures as per application for purchasing of properties as submitted by Attorneys.
- Review certificates prepared for property rates to support the transfer/sales agreement and on condition of payment of rates.
- Coordinates internal personnel deductions (debts)
- Retrieve a list of employees from the payroll.
- Verify the list of employees against the billing system.
- Monitor the compilation of employees whose accounts are in arrears.
- Monitor and review the monthly personnel dry-run deductions.
- Coordinate the indigent registration and management processes.
- Perform any lawful duties as may be delegated by Management.