



## HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from suitably qualified dynamic and mature candidates whose background and experience match this challenging and exciting positions.

### BUDGET AND TREASURY OFFICE

#### ACCOUNTANT: DEBTORS RECONCILIATION

Salary Grade (D2) R343 283.55.82 - R373 235.49 p.a. (plus applicable benefits) • Ref No. 5/5/4/2/1

**Requirements:** • Matric • NQF 6/7 qualification in Financial Management/Public Finance or relevant qualification • Minimum of 3 years' experience in the related field • Code B driver's licence • Knowledge of GRAP.

**Key performance areas:** • Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures • Reconciling cash receipts and proceeding with the posting and balancing of General Ledger • Providing support with regards to the consolidation of Billings Income transactional information to facilitate the production of Financial Statements • Preparing statistical reports depicting consumption fluctuations through the comparison with consumption history and current consumption, inclusive of explanations to support specific deviations • Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action (final demands, summons, judgments and disconnections).

#### ACCOUNTANT: ACQUISITIONS

Salary Grade (D2) R343 283.55.82 - R373 235.49 p.a. (plus applicable benefits) • Ref No. 5/5/4/2/2

**Requirements:** • Matric • NQF level 6/7 in Financial Management/Supply Chain Management/Public Finance or relevant qualification • 3 years' experience in the relevant field • Code B driver's licence.

**Key performance areas:** • Communicating/interacting with personnel across various Departments in respect of specific acquisitions requirements • Receiving and verifying information recorded on requisition form (vote numbers specification, etc.) processing of official orders on the system • Interacting with supplier representative and resolving aspects pertaining to quality, discounts and delivery times • Obtaining samples of alternative/substitute products and forwarding to the departments for approval prior to confirmation • Receiving proposals from service providers/suppliers with regards to their products, prices and service delivery standards and/or communicating the requirements of Supply Chain Management policies.

All enquiries should be directed to: Human Resources on tel. (039) 834 8756/5504/8752.

Closing date: 8 September 2017 not later than 15H00.

Applications must be submitted with an Application Form which can be found on our website accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to The Municipal Manager for attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276.

**NB:** Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or email applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

**MRS. A.N. DLAMINI: MUNICIPAL MANAGER**