

DANNHAUSER MUNICIPALITY (KZ 254)

INTERNAL ADVERTISEMENT

Dannhauser Local Municipality (KZ 254) is a Local Municipality incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

DEPARTMENT : BUDGET AND TREASURY OFFICE

POSITION : MANAGER: REVENUE

POSITION TYPE : PERMANENT

SALARY : T16 OF A GRADE 2 MUNICIPALITY, PLUS NORMAL FRINGE BENEFITS

REF NO. : 14/09/23/2

ESSENTIAL REQUIREMENTS

- Grade 12 or equivalent
- A relevant tertiary qualification, preferably a National Diploma/ Degree in Finance (NQF Level 6/7)
- 5 years' or more relevant experience of which 3 years must be in middle management as an Accountant.
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No29967 dated 15 June 2007 will be an added advantage.
- Minimum Competency Qualification for finance officials as per Government Notice 40593 National Treasury No. 91 dated 03 February 2017.

SKILLS:

- Computer literacy (MS Office Applications)
- Good management, human relations, interpersonal and communication skills
- Analytical skills
- High level of responsibility
- Ability to give attention to detail
- Good understanding of risk and financial management
- Excellent presentation and project management skills
- Work after normal working hours, during emergencies and planned overtime.

FUNCTIONS & RESPONSIBILITIES:

- Revenue management.
- Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences.

- Co-coordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying information/ records submitted satisfies the scope of requirements.
- Monitoring the debtor age analysis to determine progress with recovery and/or seeking reasons for non-compliance.
- Communicating with legal personnel and preparing and/or approving schedules detailing debts incurred, penalties due and legal costs.
- Implementing Council policies relating to financial management.
- Manage investment portfolio.

PLEASE NOTE THAT NO APPLICATION BY E-MAIL OR FAX WILL BE ACCEPTED.

Applications should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

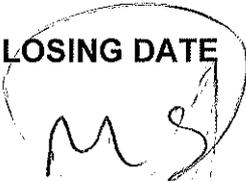
The municipality reserves the right not to make any appointment following the placement of this advertisement.

Application marked "**MANAGER: REVENUE**" shall be addressed to the Acting Municipal Manager, and handed in at the **Human Resource Office**.

Any enquiries relating to this advertisement may be directed to the Acting Director: Corporate Services, Mr SE Mkhize, who can be contacted on 034 621 2666 ext 703 during office hours commencing from 07H30 – 16H00, with a lunch interval between 13H00 – 13H30.

CLOSING DATE

: 29 September 2023 at 12h00



M.S. SITHOLE
ACTING MUNICIPAL MANAGER