



Umkhandlu wakwa - **NONGOMA** - Local Municipality

Tel: (035) 831 7500 | Fax: (035) 831 3152 | P.O. Box 84 | Nongoma 3950

The Nongoma Local Municipality is an equal opportunity employer which subscribes to Employment Equity Act. The Municipality has the following challenging positions to individuals who will contribute to the growth and development of Nongoma.

**ASSISTANT ACCOUNTANT: REVENUE
R 235,712.88 per annum**

Requirements

- National Diploma/Degree in Finance with accounting as a major subject from a recognized tertiary institution.
- Registered with IMFO (advantageous).
- Must have CPMD/MFMP Certificate or studying towards obtaining it.
- Minimum of 2 years municipal finance environment.
- Pastel Evolution is the prerequisite.

RESPONSIBILITIES

- Assist the Revenue Accountant in analyzing and verifying transactional recordings, debtor reports and summaries and, processing or adjustment to entries.
- Assist in the reconciling debtor accounts and balancing of ledger accounts.
- Generating reminder notifications for circulation of overdue debtors.
- Monthly reconciliation of debtors control account and credit control.
- Assist in checking and balancing of daily cash takings and approving revenue journal.
- Assist in the processing of month end billing.
- Communicating with attorneys pertaining to the collection of outstanding debts.
- Assist in the issuing rates certificates to support the transfer / sale agreement and approving payments terms and conditions.

Fringe Benefits: Normal Benefits Applicable to Local Government

Applications with a covering letter, comprehensive curriculum vitae, certified copies of educational qualifications, identity document, driver's license, must be sent to Nongoma Local Municipality for the attention of: **The Municipal Manager- Mrs. V.T Sokhela, Nongoma Local Municipality, P.O.Box 84, and Nongoma, 3950**, to reach us no later than **14 June 2018**.

All other enquiries may be directed to: The Human Resources Department on 035 831 7500/21 during the office hours from 07H30 to 16H30.

Closing Date: 14 JUNE 2018

No fax, e-mail and Z83 applications will be considered. If the applicant has not been notified of the results within 30 days from the closing date, the applicant should regard his/her application as having been unsuccessful.



V.T SOKHELA
MUNICIPAL MANAGER