

# VACANCY VAKATURE



**DIRECTORATE: FINANCIAL SERVICES**  
**MANAGER: BILLING & CLIENT SERVICES**  
**WC044FINRM0584**  
**REF: FIN T16 01/06/22**

**SALARY SCALE: R589 200 – R764 796 per annum T16**

**REQUIREMENTS:**

- Degree or National Higher Diploma in Financial Management or relevant (NQF Level 7)
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed
- Code B valid drivers' licence
- Computer Literacy (MS Office Applications, SAMRAS/appropriate systems)
- 5 Years relevant experience
- Proficiency in at least two of the three official languages of Western Cape

**COMPETENCIES:**

- Oral Communication
- Written Communication
- Organisational Awareness
- Problem Solving
- Planning and Organising
- Accounting
- Procurement
- Budgeting
- Financial Management
- Costing
- Financial Reporting
- Financial Process Management
- Interpersonal Relationships
- Service Delivery Orientation
- Action and outcome orientation
- Resilience
- Cognitive ability
- Change readiness
- Learning orientation
- Impact and Influence
- Team Orientation
- Direction Setting
- Coaching and Mentoring

**KEY PERFORMANCE AREAS:**

- Manage and direct the key performance and result indicators associated with the Income Section functionality
- Research and evaluate best practices, interpret statutory directive and treasury guidelines to enable input and recommendations into longer term objective settings and financial planning
- Review and align policies, functions, procedures and systems, directing and executing accounting procedures and processes associated with controlling the Income section's administrative functionality
- Control critical management and statutory reporting requirements in order to ensure that the Section is capable of contributing positively to the Municipality's service provision objectives through sound, reliable and accountable management and compliance with prescribed frameworks.
- Manage the Income functionality effectively in order to ensure that accurate, legal consumer and related accounts are provided on time
- Manage the resolving of account queries and problems effectively to maintain revenue collection
- Manage responsibility to ensure that excellent customer satisfaction is attained constantly regarding customer satisfaction within the customer care policy framework of Council

**ENQUIRIES: MR H MITCHELL (044 – 801 9035)**

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

**COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 01 JULY 2022**