



UMASIPALA **MTHONJANENI** MUNICIPALITY  
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position:

**MANAGER REVENUE**

**SALARY NOTCH T15: R 396 856.92 - R 515 162.04** per annum, plus normal benefits.

**ESSENTIAL REQUIREMENTS:**

- Grade 12
- B Comm. in Accounting or equivalent qualification
- 3 years relevant municipal experience, at least 2 years of which should have been at an Accountant level
- Valid driver's licence

**KEY PERFORMANCE AREAS**

- Responsible for the efficient and effective performance of the revenue and assets section, including the billing for electricity, refuse removal, property rates and other services supplied across the Municipality,
- Ensure policy implementation relating to revenue and asset management issues,
- Assist the CFO and Senior Managers in the preparation of monthly, quarterly and & annual financial reports,
- Responsible for collection of any debt owed to Council in terms of the Council's approved credit control policy,
- Billing and calculation of the revenue due to the municipality on a monthly basis,
- Prompt depositing of all money received by the municipality within the period stipulated by the Municipal policy,
- Develop and maintain a system of internal control for debtors, revenue and asset management,
- Reconciliation of all revenue received by the Municipality on a weekly basis,
- Responsible for the compilation of the monthly bank reconciliation and updating of all transactions in the ledger,


- Manage processes relating to the asset management by applying policies and guidelines relating to the implementation of the systems and procedures,
- Supervise and manage staff in the Revenue and Asset Management sections.

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

***No emailed or faxed applications will be accepted.***

**CLOSING DATE: 14 JUNE 2019**

  
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**P P SIBIYA**  
**MUNICIPAL MANAGER**