



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

(EXTERNAL ADVERTISEMENT)

DIRECTORATE: FINANCIAL SERVICES

DIVISION: REVENUE SERVICES

LOCATION: ZWELETHEMBA

CONTROLLER (PERMANENT)

SALARY: R 271 001.74 – R 351 730.32 per annum [T10]

TOTAL COST TO COUNCIL: R 381 997 – R 486 074 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: FS/R01/0924

Job Purpose: Monitor and control tasks relating to receipting functions, balancing of transactions at day end and the safeguarding of municipal monies in line with the relevant legislation and policies of Council.

Duties: Interacting with the immediate superior to establish and confirm priorities and schedules as well as vehicle and staff allocations. • Give input into monthly operational plans. • Monitor through regular inspections the performance and reporting challenges to the immediate superior. • Evaluating and correcting deviations or non-compliance with safety and standard operating procedures and/or investigating, establishing and reporting causes of accidents and/or incidents. • Receive the floats from the Cash in transit security company and safeguard until needed. • Reconcile and balance daily receipts for bank reconciliation and submit to the immediate superior. • Cancel all incorrect / faulty receipts. • To ensure enquiries regarding all municipal services are authorized and verified in compliance with policies. • Ensure that the debt collection/ credit control policy of the municipality is implemented fully, and monies owed to the municipality are collected. • Assisting the public with the completion of indigent subsidy applications and to ensure that clients who are in the indigent brackets benefit from the indigent subsidy as well as ensuring that no incorrect/fraudulent application are dealt with. • Ensure acceptable levels of productivity and performance standards are maintained. • Liaise with internal and external stakeholders in line with approved policies and procedures. • To ensure that operational requirements are met. • Maintain designated assets and assist with verification process. • Responsible for the driving of municipal vehicle. • adhere to the OHS policy of council.

Minimum Requirements:

- Diploma in Financial Management
- Computer Literacy: MS Office
- Code B Driver`s licence
- Good numerical skills.
- Proficient in at least two (2) of the three (3) languages in the Western Cape.
- 2 years' relevant experience

Preferred Requirements:

- Diploma in Financial Management
- 3 years' relevant experience

Competencies: (For detail description of competencies, read competency level 3 from page 52/770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.

Functional Competencies: Business Processes, Use of Technology, Data Processing and Analysis.

Public Service Orientation: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation

Management and Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations. '
9. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: jobs@bvm.gov.za
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **20 September 2024** at **13:00**.

The Municipality reserves its right not to make an appointment.