



(EXTERNAL ADVERTISEMENT)

DIRECTORATE: FINANCIAL SERVICES

DIVISION: REVENUE SERVICES

SECTION: BILLING

LOCATION: WORCESTER

CHIEF CLERK INCOME (PERMANENT)

SALARY R 213 807.44 – R 277 509.05 per annum [T8]

Ref: FS/RS/PCI01/0424

Job Purpose: Monitor and control tasks associated with the correct and timely rendering of consumer accounts in line with the relevant legislation and policies of council.

Duties: • Interpret approved policies and draft SOP's. • Give input into monthly operational plans. • Coordinate and oversee the scheduled meter reading schedule. • Provide input in operational discussions/meetings and elaborating/ presenting information to support the status of activities regarding meter reading programs. • Creating new routes when there is a new development. • Ensure that the route list of meters is uploaded onto hand terminals to be read. • Oversee information on the financial system and Meter Reading system to check that the readings & consumption correlates with those of previous months and / or previous corresponding seasons. • Verifying if information of Disconnections & Connections is correct and ready to be processed. • Coordinating the capturing process of Pre-paid meters for new owners/tenants and where applicable capture relevant information. • Ensure Water and Electricity account adjustments and corrections are processed. • Ensure that adjustments and corrections are efficiently performed. • Oversee the printing and scrutinizing of deviations reports. • Ensuring that all deviation reports are filed for reference/audit purposes. • Ensuring that Financial System Operator do a preliminary debit raising run. • Oversee the Senior Clerks scrutinizing the dummy debit raising report for obvious/huge deviations. • Follow up with other user departments on audit queries as informed by immediate superior. • Ensure timeous submission of information and departmental responses to the Auditor General. • Verify captured information on new water and electricity meters and remove old water and electricity meters from the system. • Attend to telephonic and e-mail enquiries. • Ensure that the revenue of Council is properly reconciled between the Billing Master File and General Ledger. • Ensure that human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance. • Ensure a well-maintained designated vehicle and the accurate capturing of kilometres in accordance with the laid down Procedures, Policies and guidelines. • Ensure proper maintenance of office equipment and asset control. • Ensure a safe working

environment, to promote a healthy workforce and to ensure the safety of the community. ● Adhere to Health and Safety procedures according to the OHS policy.

Minimum Requirements:

- Certificate in Financial Management (NQF Level 5) or equivalent.
- 3 years' relevant experience and
- Computer Literacy: MS Office.

Other requirements:

Code B Driver's License. Good accounting and calculating skills. Good interpersonal and communication skills. Good supervisory, negotiating and conflict handling skills. Be able to work independently. Attention to detail. Proficient in at least 2 of the 3 languages in the Western Cape.

Preferred Requirements: National Diploma in Financial Management or equivalent (NQF Level 6).

Competencies: (For detail description of competencies, read competency level 2 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 **03 May 2024 at 13:00**.

The Municipality reserves its right not to make an appointment.