



LOCAL AND INTERNAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

POST : REVENUE CLERK X3
DIRECTORATE : FINANCE
REMUNERATION : R201549.51 PER ANNUM
CENTRE : Mkhuhlu region, Maviljan region and Marite region

Responsibilities:

- Execute and contribute to the effective control and coordination of financial and accounting activities within the Revenue unit
- Attend to customer enquiries and challenges timeously, applying discretion in line with provided guidelines and escalating unresolved enquiries and challenges
- Assist with attending to and resolving of audit enquiries
- Ensure effective cash management control procedures are performed daily in line with the municipality's financial compliance procedures.
- Promote an aligned customer service excellence culture, which enables rewarding relationships and allows others to provide exceptional customer service
- Sustain relationships with interest groups in support of divisional objectives.

Requirements:

- Grade 12 or equivalent qualification
- Certificate in Accounting
- 2 years' experience in a Municipal financial environment
- Computer literate(Excel, word and PowerPoint)

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR

Hand delivery to office no 55(Registry)
R533 Graskop Road
BUSHBUCKRIDGE

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

Closing date : 9 NOVEMBER 2018