



Local 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
Directorate : Finance
Remuneration : R245 774.51
Centre : Head Office

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 municipality's financial compliance procedures.
- Promote an aligned customer service excellence culture, which enables rewarding relationships and allows others to provide exceptional customer service.
- Allows others to provide exceptional customer service.
- Sustain relationships with interest groups in support of divisional of divisional objectives.

REQUIREMENTS

- Grade 12 or equivalent qualification
- National Diploma in Accounting, Degree in accounting will be added as an advantage
- Computer Literacy (Excel, word & PowerPoint)
- 2 year's experience working in finance
- Interpersonal relation skills.
- MFMP qualification.

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;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

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

The Municipality reserves the right not to appoint

Closing date : **08 August 2019**