

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: Manager: Credit Control - George
(Permanent)
WC044 0650
REFERENCE: 3710194

Salary: R690 972 - R896 904 (T16)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. (Attach transcript)
- Computer literacy: MS Office
- 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline, with two years supervisory experience.
- Compliance with National Treasury's Competency Levels for Financial Officials as prescribed or to be compliant in 18 months of appointment
- Code B Driver's license

COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management.
- Professional Competencies: Oral and Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation.
- Management /Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Ensure that the Section is positioned to capably accomplish the critical requirements related to the Credit Control Section and its related responsibilities.
- Ensure effective accounting systems, and that procedures are implemented to enable control, accurate assessment of responsibilities and responsive decision making in respect of the ability of the Municipality to sustain an effective remuneration system.
- Ensure that the budget is managed professionally, and all expenses approved according to need and necessity.
- Ensure the effective management of the Credit Control System and the capturing of statistical documentation and information.
- Ensure that the Policies applicable to the Credit Control Section are correctly implemented and applied and adhered to.
- Ensure that the flow of data and information is managed, and new procedures developed and implemented.
- Ensure that the accounting functions are managed and performed according to national guidelines and Council policies.
- Ensure laid down policies and procedures are adhered to contributing to accountable administration of critical outcomes and debt recovery actions and transactions.
- Ensure that a professional and efficient client service is made available to the public.
- Effectively manage all matters requiring handing over to the Attorneys for legal action to be instituted.

VACANCY VAKATURE



- Ensure that all indigent applications conform to requirements and that the processing of applications are conducted according to prescribed guidelines.
- Ensure that all administrative actions are dealt with and handled according to guidelines.
- Ensure that matters are reported, discussed and amicably resolved through good reporting and that the Credit Control Section is represented at meetings.
- Ensure that information, advice or opinions relevant to the functionality is communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation and facts.
- Ensure that Council's vehicles are being driven and maintained according to the Vehicle Management Policy.
- Ensure that a positive environment is created and maintained for personnel in the Section to contribute positively to the Departments service level objectives and outcomes.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must work overtime and/or attend meetings after normal office hours when required.
- Must perform duties in the whole municipal area when required.
- The duties listed in this job description may be changed at any time by the Municipal Manager as envisaged by section 66(1)(b) of the Municipal Systems Act, 2000 after consultation with the post incumbent, depending on the operational requirements of the Employer and within the parameters of the post.
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt regarding any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

PROBATION PERIOD: 6 months

ENQUIRIES: Renaldo Coetzee (044 801 9030)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2025-06-30]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only If applicable.

Only online applications will be accepted.

VACANCY VAKATURE



The turnaround time for assistance with any portal related challenges is two (2) working days. **Applicants** are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2025-06-30] AT 16:30PM