STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ACCOUNTANT TRAFFIC FINES AND OTHER REVENUE
REVENUE
FINANCIAL SERVICES
REF: FS/RE/REV/SDO/02

Minimum requirements: Diploma (NQF 6) in Accounting/Finance/Local Government Finance or an equivalent field ● Minimum of 4 years' experience in the Financial Management environment of which two years must be in supervisory capacity ● Sound knowledge of Microsoft Office, Municipal Finance Management Act and other legislation applicable to municipalities. A valid Driver's license ● Required minimum competency standards in terms of the Municipal Minimum Competencies (MMCL) or be able to acquire the required standards within 18 months from appointment.
Other Requirements: ● Good interpersonal skills ● Good knowledge of local government financial practices and legislation impacting on functions of this post ● Excellent administrative, communication and supervisory skills ● Excellent analytical skills ● Accuracy and attention to detail ● Excellent independent decision-making skills ● Strong Numerical Skills ● High level of computer literacy pertaining to MS Office Applications ●Supervisory skills ● Ability to work accurately under pressure and adhere to strict deadlines ● Good communication skills in at least two of the three official languages of the Western Cape (Afrikaans, English, Xhosa) ● Work overtime when required.

Responsibilities/Duties: ● Responsible for effective Cash Management according to the rules and regulations set out in the Municipal Finance Management Act, to ensure sustainable management of cash resources. ● Monthly reconciliations between Revenue reports and the general ledger. ● Compile reconciliations to ensure proper control over monies received and the general ledger ● Ensure that all relevant reconciliations are updated and signed off by the different departments ● Ensure that all relevant registers for other revenue are in place and updated regularly ● Perform specific procedures associated with reconciliation and posting of revenue transactional data ● Daily verification of all other revenue related transactions on the general ledger.

Added Advantage: Knowledge and experience of the full spectrum of the Revenue Standards in Local Government ● SAMRAS / Flexgen Financial System

Job related enquiries: Mr Pieter Wagener – 021 – 808 8531 or Henry Mitchell – 021 808 8016

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 / Ms. Evan Williams 021 808 8059
Ms Lisa Patience 021 808 8064

Salary: R 400 532.32 - R 519 906.40 **Plus Benefits**

Note: Both the T-grade and post name are subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

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Applications, clearly marked and accompanied by an application form, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with Councilors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.