



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ACCOUNTANT: INDIGENT MANAGEMENT FINANCIAL SERVICES

REF: FS/RE/REV/CMC/IND/01

The successful candidate will report to the Senior Accountant – Debt-, Indigent-, Cash- Housing Finance- and Sundry Debtors Management.

Minimum Requirements: Relevant 3-year tertiary qualification, preferably a National Diploma or B Com Degree with Financial Accounting as a major subject • 2-5 years' relevant experience required. • Valid Code B Drivers Licence • Computer literacy in MS Office

Other Requirements: Knowledge of municipal legislation, including policies and By-laws • Financial management and Accounting • Attention to detail and Accuracy • Strong Numerical Skills • Ability to work under pressure and adhere to strict deadlines • Ethical Conduct and Integrity • Analytical Thinking and Problem Solving • Planning and Organising • Customer Focus and Responsiveness • Good communication skills in at least 2 of the official languages of the Western Cape (Afrikaans, English, Xhosa) speak, read and write • Must work overtime during peak periods when required.

Responsibilities: Supervision of all staff in the Indigent Section • Administer and maintain the Indigent Register of the Municipality in line with Council-approved policies and standard operating procedures • Process applications for indigent support, including screening validation and approval • Conduct periodic indigent verification and audits to ensure compliance and prevent fraud • Monitor and update indigent status and ensure correct allocation of subsidies on the billing system • Approve billing journals and prepare other journals as require • Liaise with internal and external departments/stakeholders to ensure accurate implementation of indigent benefits • Prepare monthly, quarterly and annual indigent management reports on indigent management for management • Perform monthly and annual reconciliations as applicable • Ensure compliance with relevant legislation, including Local Government: Municipal Systems Act, Municipal Finance Management Act, Municipal Property Management Act • Provide support during internal and external audits and ensure proper record keeping and document control • Manage queries and provide guidance to the public regarding indigent support • Assist with policy review and implementation improvements • Manage credit control and debt collection procedures • Attend meetings as required.

Added Advantage: Experience with indigent policy implementation • Knowledge of data verification and audit processes • Experience in indigent management or customer care systems • Exposure to municipal billing and revenue systems • 1-2 years supervisory experience

Job related enquiries: Mr Pieter Wagener 021 808 8531

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

Salary: R 420 598.99 - R 545 953.71

Plus benefits

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

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

Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.

*Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. **Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test.** Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.*

Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.

Closing Date: 11 May 2026

Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process. If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful

For more information on vacancies, visit www.stellenbosch.gov.za.

The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post.
