



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**CHIEF CLERK: CUSTOMER CARE, ENQUIRIES, CLIENT LIASON, WATER AND
ELECTRICITY
FINANCIAL SERVICES
REF: FS/RE/REV/CAV/MRTB/02**

The successful candidate will report to the Accountant – Meter Reading, Trading and Billing Services.

Minimum Requirements: Relevant 3-year tertiary qualification, preferably a National Diploma or B Com degree with Financial Accounting as a major subject • 2-Years' relevant experience • Valid Code B Drivers Licence • Computer literate in MS Office package, Outlook, Internet,

Other Requirements: Conflict management skills • Strong numerical skills • Ability to work under pressure and adhere to strict deadlines • Excellent management, supervision and problem-solving skills • Analytical and decision-making skills • Strong attention to detail • 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 • Appropriate knowledge of the relevant Local Government Acts, Municipal Policies and By-laws.

Responsibilities: Assist the Accountant to ensure water and electricity meter readings and accounts are according to prescribed norms and standards of the section, to deliver accurate and punctual monthly accounts • Ensure compliance to procedural instructions and/or guidelines • Responsible for the planning and monitoring of daily and weekly work schedules of subordinates and overseeing the completion of duties within set due dates • Check debtor journals for accuracy before submitting to Accountant for final approval and update to debtor accounts • Attend to water and electricity metering and account enquiries, prepare memorandums and assist the Accountant with the checking and completion of processes prior to monthly billing runs • Extract monthly exception and performance reports from the metering and billing system for completion of statistics and performance reporting on the water and electricity and metering sections • Act in the position of the Accountant as and when needed.

Added Advantage: Experience in a municipal revenue office, preferably in a Water and Electricity Section. Knowledge of SAMRAS DB4 and Electronic Meter Reader Systems

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 238 084.21 - R 309 042.34

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
