



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**SENIOR CLERK: INSURANCE
FINANCIAL ASSET MANAGEMENT
FINANCIAL SERVICES
REF: FS/FM/FAM/IN/02**

Minimum Requirements: Grade 12 with Mathematics or Accounting • 2-years' experience in the field of insurance administration • Valid Code B Driver's license • Computer literacy (MS Office and more particularly MS excel)

Other Requirements: Basic knowledge and understanding of accrual accounting • Basic knowledge and understanding of the municipal finance management environment and of internal controls • Good Interpersonal skills • Good communication skills in at least 2 of the official languages of the Western Cape (Afrikaans, English, Xhosa) speak, read and write • Ability to work accurately and pay attention to detail • Ability to work under pressure.

Responsibilities: Implementing insurance functions as instructed by superiors, to comply with current and amendments to legislation, policies systems and procedures, and control best practice • Assisting in the implementation of workflows and SOPs for effective update and maintenance of asset register data • Implementing internal control measures as instructed by superiors to ensure that reconciliations, GL accounts and registers balance and audit programs are executed • Retaining and safeguarding of data and documentation obtained from within the municipality and from external sources. Insurance portfolio and register of insured assets • Attending to correspondence and enquiries with various departments to obtain information regarding incidents of the thefts and losses • Gathering and providing information and documentation as requested by superiors, to assist with compilation of the insurance tender specifications for the insurance portfolio • Submitting claims to the Insurer for consideration • Collecting and providing claim information as required to the Insurer • Gathering and providing information and documentation as requested by superiors, for the preparation of approval or rejection letters to third parties and departments • Gathering and proving of information and documentation as requested by superiors, to assist with the reconciliation of the insurance accounts.

Job related enquiries: Mr Vinolan Narainsamy 021 808 8526

General Enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059
or Ms Lisa Patience 021 808 5064

Salary: R 174 899.90 - R 227 049.79

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.
