



SOL PLAATJE MUNICIPALITY KIMBERLEY

DIRECTORATE: FINANCIAL SERVICES

Manager: Debtors (Revenue Management)

**Salary: R1 016 104 – R1 235 802 [T15]
5-Year Contract**

AA Appointment
Reference Number: 2021/030

Requirements:

- B.Com Law or other relevant degree (Finance or Law Related)
- Proven experience in debtors management or similar environment with a 4 years' experience
- Knowledge of relevant Local Government legislation
- Computer literacy – good proficiency in MS Excel
- Valid driver's licence and own transport
- Registration with relevant professional bodies will be an added advantage.

Functions:

- Control debt collection procedures.
- Develop and implement mechanisms for follow-up on outstanding debtors' accounts.
- Be responsible for the implementation of credit control, debt collection and debt write-off policies of the municipality and the reviews thereof.
- Oversee the implementation of indigent management policy and the related reporting.
- Build and maintain healthy working relationships with the municipality's clients.
- Ensure prompt and professional communication with client and stakeholders.
- Ensure compliance with various pieces of legislation pertaining to debt collection, credit regulations, Municipal Finance Management Act, Municipal Property Rates Act and Municipal Systems Act.
- Manage debtors age analysis report.
- Be responsible for general financial management reporting, preparation and submissions of reports.
- Maintain accurate records of debtors accounts.
- Perform ad hoc tasks as may be required by senior management.

CLOSING DATE: 18 NOVEMBER 2021 @ 16:00

Your application must be completed on an official application form of Sol Plaatje Municipality and will not be considered if not submitted. Clearly indicate the reference number of the post you are applying for on the application form, together with the vacancy. Your fully completed application form must be accompanied by your CV and relevant certified copies of diplomas / certificates.

No CV's will be returned on the applicant's request, therefore please do not send us original certificates. Applications will not be considered after the closing date and time.

Interested persons can forward the fully completed application form, CV and relevant certified supporting documents to work@solplaatje.org.za or drop off in the application box at Sol Plaatje Municipality, c/o Bultfontein & Lyndhurst Avenue, Civic Building, HR, 3rd Floor, New Civic Building for Attention: Mrs C Gouws.

Application forms can only be obtained from:

- www.solplaatje.org.za
- via e-mail: work@solplaatje.org.za
- Sol Plaatje Municipality, Security Guards

TELEPHONIC ENQUIRIES: MRS GOUWS AT (053) 830 6705