



## LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

**EXTERNAL ADVERTISEMENT**  
**DEPARTMENT: BUDGET AND TREASURY**  
**POSITION: Accountant Credit Control and Indigent**  
**Reference number: BTO/ACCI/01**  
**Salary: R460 442, 10 per annum Task Grade 13**

### Minimum Requirements

- Grade12
- A relevant 3-year tertiary qualification, National Diploma (NQF6)/B degree in Financial Accounting/Accounting/Cost management and accounting/Banking/Local governance finance/Business Management, Economics and Credit management
- Certificate in Municipal Finance Management (SAQA Qualification ID No. 48965) will be an added advantage.
- Excellent written and verbal communication skills.
- Computer Literacy (MS Word, Excel, PowerPoint).
- The incumbent must have a valid driver's licence or have the drivers' licence within 12 months of employment.
- 2-5 Relevant experience

### Key Performance Areas

- Ensure that income of the Municipality is recorded and balanced into the financial system and that necessary register is kept.
- Take charge of customer care
- Collect det owed to the Municipality
- Assist with the implementation of the Property Rates Act.
- Check payment levels and enforce credit control policies and By-laws.
- Responsible for general administration in credit control division
- Applies the Indigent Subsidy policy for aid to needy households.
- Process all indigent applications n system
- Verify that applicant qualifies for the subsidy
- Performs regular audits to ensure that no unauthorised persons are receiving benefits out f the indigent policy scheme

### Inherent requirements

● Sound and professional interpersonal skills ● Ability to give attention to detail ● Supervision Skills ● Problem Solving Skills ● Ability to handle pressure and meet deadlines ● Strong sense of responsibility ● Decision making skills.

### Please note:

1. Interested internal applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Human Resource) PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa local Municipality Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions.
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply .
8. The application for employment form obtainable from the Lekwa Local Municipality website at [www.lekwalm.gov.za](http://www.lekwalm.gov.za) must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at [fgqwashu@lekwalm.gov.za](mailto:fgqwashu@lekwalm.gov.za) or [087 562 5296](tel:0875625296)

Notice: 23/2024

**Closing date for applications: 05 August 2024**

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M.J LAMOLA  
MUNICIPAL MANAGER