



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
POSITION: MANAGER BILLING AND DATA MANAGEMENT
PERMANENT POSITION
DEPARTMENT: BUDGET AND TREASURY OFFICE
LOCATION: STANDERTON
Reference number: MP305/BTO/BTM/001
Salary: R703 218,45 per annum. Task Grade 16

Minimum Requirements

- Grade 12 *Three Year Relevant Tertiary qualification NQF Level 7/bachelor's degree/Postgraduate qualification in Accounting/Financial Management/Cost Management Accounting or any equivalent qualification *Compliance with the minimum competency levels as prescribed by Government Gazette No. 29967 of 15 June 2007 is essential. *5-8 years' relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline which includes 3 years of supervisory experience. *Knowledge of Municipal Finance Management Act *Computer Literacy *Valid driver's Licence

Competencies:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management. *Professional Competencies: Oral and Written Communication, Organisational Awareness, Problem Solving, Planning and Organising. * Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation. *Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability, *Change readiness, Learning orientation. Management/ Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

Key Performance Areas

- Implement and maintain accurate tariffs for municipal services, property rates, and rentals, ensuring updates are captured and distributed after council approval. *Oversee billing data verification, reconciliations, and adjustments to ensure compliance with financial standards. *Manage debtor invoices, penalty runs, and meter reading data for billing accuracy. *Address public and consumer inquiries efficiently and maintain financial records, including the Guarantee Register. *Participate in committees, prepare financial reports, and ensure compliance with legislation and policies. *Participate in the audit process, develop audit action plans, and address identified issues. *Compile risk and performance reports to support effective decision-making and compliance. *Ensure proper maintenance and security of office equipment and facilities. *Manage and direct key performance indicators for the Billing Section, ensuring alignment with statutory directives and treasury guidelines. *Research and evaluate best practices, review policies, and execute procedures to enhance the Income Section's functionality. *Control statutory reporting requirements to support the Municipality's service provision objectives. *Ensure accurate, compliant, and timely consumer and related accounts management.

Inherent requirements

- Research and report writing capability, Sound and professional interpersonal skills, Ability to give attention to detail, administrative, and organising skills, problem solving skills, ability to handle pressure meeting deadlines, strong sense of responsibility and decision-making skills.

Please note:

1. Interested 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 Mr. MJ Lamola, PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal 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. Should you be in possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
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 must be completed.
9. For further enquiries please contact the Acting Human Resources Administrator, Ms P.E Lubisi at plubisi@lekwalm.gov.za or [0177129820](tel:0177129820)
10. Closing date for applications: **29 January 2025**

Notice: 1/2025


M.J. LAMOLA
MUNICIPAL MANAGER