



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.

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE
PERMANENT POSITION
POSITION: ACCOUNTANT BILLING
Reference number: MP305/BTO/AB/01
Salary: R512 847.23 per annum Task Grade 13

Minimum Requirements

- Grade 12.
- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with Financial accounting as a major subject.
- Certificate in Municipal Finance Management Programme (SAQA Qualification ID No.48965) will be added advantage
- Computer literacy: MS office.
- 2-5 years relevant experience required.
- Knowledge and understanding of accounting standards as well as management accounting.
- Excellent written and verbal communication skills.

Key Performance Areas

- Verify, authorise and approve the actions of the Billing Section.
- Assessing and establishing capabilities of personnel and providing guidance with specific Billing applications.
- Monitoring outcomes and implements corrective measures to address deviations.
- Supervision of the staff in the unit
- Participating in drafting of annual operational and capital budget
- Conducting tariff research and propose policy amendment
- Drafting comparison report for tariffs
- Compilation of monthly reports and reconciliations
- Submitting a meter defective and monthly report to technical departments
- Liaising with meter reading officials on problems experience for rechecks and final readings on conventional meters
- Analysing billing and make any changes that needs to be made on the system
- Executing adjustment sequences to authorised limits and/or referring incorrect transactional processing sequences to personnel for rectification
- Perform Billing month end procedures as per the required guidelines and timeframes
- Check input documents for new accounts to ensure correct tariffs are applied for these new accounts as prepared by the Clerk Meter Management and captured by data typists
- Checking and calculating consumption on Disconnection of accounts (finals) (Clearance figures)
- Prepare the month-end sectional report
- Support internal and external audits by addressing auditor enquiries and providing necessary financial documentation.

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

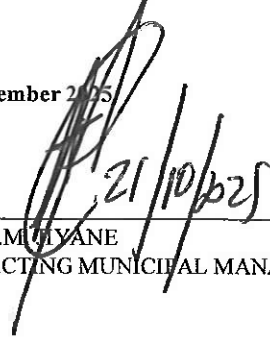
Please note:

1. Interested 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 Acting Municipal Manager (Attention Manager Human Resources), 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.
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 Human Resources Administration Officer, Mr F.N Gqwashu at fgqwashu@lekwalm.gov.za or 1771 29820

Notice: 29/2025

Closing date for applications: 03 November 2025


S.M. MUYANE
ACTING MUNICIPAL MANAGER