



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 DEBT COLLECTION
Reference number: MP305/BTO/ADC/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

- Monitor customer accounts and recover outstanding amounts
- Arrange payment agreements and prepare documentation for legal proceedings
- Administer annual write-off of bad debts
- Administer disconnection of services for non-payment
- Handle extension of time requests and update records
- Ensure accurate processing of reconnection charges
- Perform credit checks during property transactions
- Validate bank guarantees and recover arrears as needed
- Compile monthly reports on disconnections, reconnections, and payment arrangements
- Provide accurate figures for financial reports to Council
- Attend to correspondence and telephonic enquiries
- Provide routine information and refer queries appropriately
- Maintain good customer relations using diplomacy and professionalism
- Balance legal costs and journalize transactions
- Handle incoming/outgoing mail and calls
- File documentation for audit purposes
- Ensure adherence to Credit Control & Debt Collection Policy
- Follow laid-down procedures without deviation
- 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, e-mailed and late applications will not be considered.
3. Correspondence will only be entered into with 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 reserves 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 enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
6. Canvassing Councillors or officials for 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 Administration Officer, Ms. P.E Lubisi at plubisi@lekwalm.gov.za.

Notice: 01/2026

Closing date for application: 16 February 2026



S.M. JIKANE
ACTING MUNICIPAL MANAGER