



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 RE-ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE (PERMANENT)
POSITION: ACCOUNTANT BILLING
LOCATION: STANDERTON
Reference number: MP305/BTO/AB/01
Salary: R537 207,47 per annum Task Grade 13

Minimum Requirements

- Grade 12.
- A relevant 3-year tertiary qualification, preferably a National Diploma/B Com with Financial accounting as a major subject.
- Certificate in Municipal Finance Management Programme (SAQA Qualification ID No.48965) will be added advantage
- 3-5 years relevant experience in municipal billing, revenue management, or financial administration
- Experience in the administration of municipal billing systems (g.g Munsoft)
- Knowledge and understanding of accounting standards as well as management accounting.
- Excellent written and verbal communication skills.
- Advance computer software (MS Word, Excel, PowerPoint).

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
- Draft, implement and maintain approved municipal tariffs
- 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
- Administer the billing of property rates and municipal services.
- Perform account reconciliations and billing corrections.
- Process billing adjustments and journals.
- Ensure the monthly accuracy of consumer account billing (Data cleansing).
- Assessing and establishing capabilities of personnel and providing guidance with specific Billing applications.
- Ensure compliance with relevant legislation and municipal policies.

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, Ms. P. Lubisi at plubisi@lekwalm.gov.za or 017 712 9819

Notice: 32/2026

Closing date for applications: 17 August 2026



ACTING MUNICIPAL MANAGER
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