



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
POSITION: SENIOR CLERK BILLING (PERMANENT)
Reference number: MP305/BTO/SCB/01
Salary: R404 165.07 per annum Task Grade 11**

Minimum Requirements

- Grade 12.
- A relevant 3-year tertiary qualification at NQF 6 (with financial accounting as a major subject)
- Municipal Finance Management (SAQA Qualification ID No. 48965) shall be the added advantage
- Computer Literacy.
- 2-3 years or any relevant accounting administrative experience.
- Excellent written and verbal communication skills.
- Ability to understand and apply municipal billing procedures, guidelines and financial processes

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.
- Analysing system information and extracting reports summarising the activities of the Division and, forwarding to the immediate superior for perusal and comment.
- Assessing the adequacy of current systems and procedures to address workflow requirements and information needs and submitting continuous improvement recommendations to the immediate superior for consideration and approval prior to implementation.
- Providing explanations and/ or reasons for specific calculations and charges referring to procedures.
- Perform administrative duties relating to the electronic hand held meter reading system, import and export of data, etc.
- Reviewing the readings list for accuracy and completeness
- Averaging of accounts in the event of there being no meter reading
- Perform meter reading deviations or exception report from the financial system, to identify non-readings, large deviations, readings were captured in correct units, etc. And adjust accordingly
- Attend to customer queries; walk in, telephonic, email and written correspondence
- Replacement of meters and adding new meters on the customer accounts
- Report faulty meters and prepare related adjustments when finalized
- Liaising with the Senior Meter reader, Plumber or Electrician regarding incorrect readings and prepare related adjustments when necessary
- Processing of adjustments and performing the relevant account reconciliation relating to consumer accounts e.g. the overcharged or undercharged water and electricity usage OR meters that were not charged at all. (Debit and credit note Adjustments).
- 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 all documentation needed for binding e.g. readings lists and deviation reports
- Perform Billing month end procedures as per the required guidelines and timeframes

Inherent requirements

Sound and professional interpersonal skills • Ability to work under pressure, maintain accuracy and handle sensitive billing information responsibly • Ability to handle pressure and meet deadlines • Strong attention to detail and understanding of clerical and financial procedures.

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. Should you be in possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
6. The successful applicant must enter into a Performance Agreement with the Employer
7. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
8. People from previously disadvantaged groups and people with disability are encouraged to apply .
9. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed. Applications not submitted with the fully completed official form will not be considered.

10. For further enquiries please contact the Acting Human Resources Administration Officer, Ms Phindile Lubisi at plubisi@ekwalm.gov.za /017719819

Notice: 33/2026

Closing date for applications: 25 August 2026


T. MTSHISELWA
ACTING MUNICIPAL MANAGER