

**SWELLENDAM MUNICIPALITY**  
**VACANCY : ACCOUNTANT – BILLING & METERING**

(Directorate : Financial Services)

Salary scale T12 : R360 072 – R467 600 per annum (plus normal fringe benefits)

**Qualification & Experience:**

- A relevant 3 year tertiary qualification, preferably a National Diploma or B.Comm with Financial Accounting as major subject;
- 2 – 5 years relevant experience i.t.o. the listed functions.

**Other requirements:**

- Computer literacy (MS Office) (*experience in SAMRAS will be an added advantage*);
- Working knowledge and experience of applicable local government legislation (i.e. MFMA, MSA and others as applicable);
- Applicable Municipal Minimum Competency level (MidFin) *will be advantageous*;
- Valid Code B driver's license.

**Overview of post:**

- Coordinates and controls application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions. Ensuring the processing of income related transactions are completed accurately in accordance with laid down accounting procedures and practices.

**Duties of the post:**

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to Mrs Wilma Bekker, Manager Revenue, at telephone number (028) 514 8500 or via e-mail to [wbekker@swellendam.gov.za](mailto:wbekker@swellendam.gov.za)

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage ([www.swellendam.gov.za](http://www.swellendam.gov.za)) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 10 November 2023 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to [careers@swellendam.gov.za](mailto:careers@swellendam.gov.za)

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality  
HR Office - 6 Rhenius Street/ (P.O. Box 20)  
SWELLENDAM, 6740  
Tel: (028) 514 8500

(Notice HR 49/2023)

A. VORSTER  
MUNICIPAL MANAGER

<p><b>1.</b></p>	<p><b>REVENUE CONTROL FUNCTIONS</b>  Co-ordinates and controls sequences associated with the verification and provision of information related to income transactions, by</p> <ul style="list-style-type: none"> <li>• Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.</li> <li>• Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements.</li> <li>• Preparing statistical reports depicting number of household with water, electricity, sewer, etc. connections inclusive of explanations for inclusion into specific reports and/or to support decision making.</li> <li>• Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.</li> </ul> <p>In order to ensure reporting requirements and information explaining and detailing income sequences and trends are coordinated and disseminated to support planning and procedural evaluation.</p>	<p>MONTHLY</p>
<p><b>2.</b></p>	<p><b>SPECIFIC ACCOUNTING FUNCTIONS</b>  Coordinating the recording and processing procedures of debtors transactions against services rendered, by</p> <ul style="list-style-type: none"> <li>• Analysing and Debtor reports and summaries</li> <li>• Reconciling Debtor accounts and proceeding with the verification of the posting of votes and balancing of ledger accounts.</li> <li>• Analysing and verifying transactional recordings and summaries and processing or approving adjustments to entries.</li> <li>• Quality assuring and approving meter reading information captured on the financial system.</li> <li>• Ensuring that all services are linked to the debtors accounts.</li> <li>• Capturing of debtors accounts of all services on the financial system.</li> <li>• Processing invoices monthly and annually.</li> <li>• Processing the penalty run twice monthly.</li> <li>• Implementing the annual as well as the monthly invoicing processes.</li> <li>• Verifying test penalty run/interest charges totals compared to previous month, correcting deviations and approve final run for execution by relevant personnel.</li> <li>• Checking journal entries within the financial system of the municipality and where applicable capture relevant entries.</li> <li>• Conducting the services account generation process and ensure accuracy of information.</li> <li>• Attending to the month end closure process and ensure that all relevant transition information has been updated in due time.</li> <li>• Attending to the statistical information for reporting purposes and ensure corrections are made where applicable.</li> <li>• Reconciling of sundry accounts.</li> <li>• Generating the ledger accounts in preparation for postings.</li> <li>• Processing and verifying debtor transactions against system reports and summaries, and seeking approval on adjustments to entries for specific accounts.</li> <li>• Attending to tariff calculations in alignment with budgeted tariffs.</li> <li>• Ensuring that the information of the maintenance of prepaid electricity meters is duly updated on the prepaid system.</li> <li>• Generating sundry invoices as and when required.</li> <li>• Opening of accounts for customers.</li> </ul>	<p>DAILY</p>

	<ul style="list-style-type: none"> <li>• Ensuring the approval of tariffs and the set-up of tariffs on the financial and prepaid systems.</li> <li>• Attending to the statistical information for reporting purposes.</li> <li>• Processing and verifying debtor transactions against system reports and summaries, and seeking approval on adjustments to entries for specific accounts.</li> <li>• Ensuring that the information of the maintenance of prepaid electricity meters is duly updated on the prepaid system.</li> </ul> <p>In order to ensure the processing of debtors transactions are completed accurately in accordance with laid down accounting and other procedures and practices.</p>	
<b>3.</b>	<p><b>MANAGEMENT OF METER READINGS</b></p> <p>Management and control sequences associated with the meter reading function by:</p> <ul style="list-style-type: none"> <li>• Coordinating and where applicable capturing meter reading information.</li> <li>• Capturing replacement meter information correctly on the pre-paid systems and maintaining system data.</li> <li>• Generate meter books and route schedules.</li> <li>• Provide oversight and assistance to the Principle Clerk (Meter Reading)</li> </ul>	DAILY
<b>4.</b>	<p><b>REVENUE MANAGEMENT AND VERIFICATION</b></p> <p>Revenue maximisation by ensuring that:</p> <ul style="list-style-type: none"> <li>• All services provided to customers are billed for</li> <li>• Accurate and complete information on billing system</li> <li>• Ensuring accurate and timely statistical data</li> <li>• Scrutinising and analysing data for completeness and investigating any discrepancies.</li> <li>• Monthly Reconciliations</li> </ul>	MONTHLY
<b>5.</b>	<p><b>UPDATING OF FINANCIAL STATISTICS OF CONSOLIDATED DEBTORS</b></p> <ul style="list-style-type: none"> <li>• Compile and updating of statistics of all towns regarding the receipting for all debtors</li> <li>• Assisting the Credit Control Department with all client queries.</li> <li>• Reconcile statically reports to month-end financial reports of the system.</li> <li>• Assist Credit Control Department with account related journals and update of information.</li> </ul>	MONTHLY
<b>6.</b>	<p><b>RECONCILE PREPAID ELECTRICITY SALES</b></p> <ul style="list-style-type: none"> <li>• Reconcile and review of direct payments for prepaid electricity on the pre-paid electricity system.</li> <li>• Investigate and rectify processing and data errors</li> <li>• Verify and reconcile income on weekly and monthly sales to direct payments on bank account.</li> <li>• Verify and reconcile income on weekly and monthly sales from direct payments to the pre-paid electricity general ledger account.</li> <li>• Attend to deviations and report it to the Management and Service provider.</li> <li>• Reconcile income received for pre-paid electricity sales at the cashier's office.</li> <li>• Daily processing of auxiliaries on ERP system.</li> <li>• Monthly reporting.</li> </ul> <p>To prevent theft and fraudulent transactions that can cause financial loss for the Municipality.</p>	DAILY

7.	<p><b>SUPERVISION AND PERSONNEL DEVELOPMENT</b></p> <p>Controls the key performance areas and critical outputs of personnel within the department, by</p> <ul style="list-style-type: none"> <li>• Providing guidelines/ guidance to personnel on the application of procedures.</li> <li>• Implementing remedial measures / corrective action to align performance and output against agreed standards.</li> <li>• Instituting disciplinary action for non-conformance and serious breaches to terms and conditions of employment / codes of conduct.</li> <li>• Monitor staff attendance and leave applications of staff.</li> </ul> <p>In order to ensure acceptable performance levels are sustained and adequate direction provided enabling the department to accomplish laid down objectives.</p>	ONGOING
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