

SWELLENDAM MUNICIPALITY

VACANCY : PRINCIPLE CLERK – BILLING & ENQUIRIES

(Directorate : Financial Services)

(Salary scale T7 : R192 012 – R249 228 per annum plus fringe benefits)

Requirements:

- Grade 12;
- Preference will be given to candidates with a post-matric qualification on a NQF 5 level in Accounting or other relevant qualification;
- 2 – 5 years relevant-/related experience in terms of the duties / general accounting;
- Computer literacy (*Samras experience will be highly advantageous*);
- Advanced Excel will be highly advantageous.

Duties:

1.	<p>REVENUE – VERIFICATION AND REPORTING</p> <p>Coordinates and controls sequences associated with the verification and provision of information related to Revenue transactions, by</p> <ul style="list-style-type: none">• Attending to the consolidation of Debtor Accounts, extracting and submitting reports detailing amounts payable for approval prior to generating and forwarding Consumer Billing Statements.• Interacting with the internal or external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.• Give advice, guidance and explanations to customers/internal and external auditors/personnel on various matters (audit queries, procedures, legislative/policy implementation, etc.). <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 evolution processes.</p>
2.	<p>AQUISITIONS:</p> <ul style="list-style-type: none">• Request quotations from suppliers for rendering of services in accordance with SCM procedures/policy• Issue requisition to request official order on approval by SCM Division.• Certify invoice by rendering a goods received voucher• Compile supporting documents for payment to supplier <p>In order to ensure timeous rendering of services and speedy payment to suppliers</p>
3.	<p>TRANSACTIONAL PROCEDURES AND APPLICATIONS</p> <p>Coordinating the recording and processing procedures of income transactions against services rendered, by</p> <ul style="list-style-type: none">• Attending to customer enquiries.• Prepare debit or credit journal to do amendment /corrections on debtor accounts• Creating debtors accounts on the financial system (new customers, amendments to existing accounts, etc.).• Investigating surpluses on accounts and attending to the repayments of credits for debtors accounts on approval by immediate superior.• Verifying notices submitted by the Building Control Division for the correctness of repayments of building deposits and attending to repayment.• Maintaining and updating the financial system with new services that needs to be linked to the debtors account.• Attending to the connections and disconnections of services on the financial systems.• Updating the financial system with information regarding new meters installations.• Processing debtor's transactions on the financial system.• Reconciling Debtors accounts by preparing detailed explanations on excel to show levies, payments and adjustments.• Providing statistical information for the compilation of monthly status reports.• Attending to pre-paid system issues and queries.

	<ul style="list-style-type: none"> • Change of ownership upon receipt of Title Deed documentation • Disconnection and reconnection of service types • Compiling and preparing of refunds for consumer deposits • Create new consumer records and new services • Co-ordinate correctness of services per property upon connection of services • Ensure that records are created in respect of all new services provided of all branches. • Transfer of payments that were incorrectly allocated. <p>In order to ensure that processing of income related transactions are completed accurately in accordance with laid down accounting procedures and practices.</p>
4.	<p>BILLING OF SERVICES, RATES AND SUNDRY DEBTORS</p> <ul style="list-style-type: none"> • Billing of sundry debtors on the financial system by means of direct invoicing, as received per instruction from other departments within the Municipality. • Adjustment of Interest Parameter on Financial System in terms of Credit Control and Debt Collection Policy • Levy interest on all outstanding payments for different categories in accordance with policy. • Print age-analysis of all movements during the month • Levy different monthly service types and compare with previous months totals and file for audit purposes • Levy annual rates, availability and sundry charges and assess correctness. • Generate monthly postal invoices by group and send to service provider for printing and posting • Generate monthly email invoices and send to service provider for email • Interpret, calculate and levy rental amounts as stipulated in contract between municipality and lessee <p>Ensure that all services rendered are levied to debtors as per the approved tariffs.</p>
5.	<p>TARIFF CHANGES</p> <ul style="list-style-type: none"> • Compare / verify tariffs from new approved tariff list to tariffs on the financial system upon start of new financial year. • Do physical calculations of each tariff to verify the correctness before implementation with the start of the new financial year. • File signed tariff-list for audit purposes. <p>In order to ensure adherence to the tariff policy and approved budget for the applicable financial year.</p>
6.	<p>COMMUNICATION AND CUSTOMER RELATIONS</p> <p>Attending to customer enquiries/disputes on the payment for services and/or status of accounts and specific procedural applications, by</p> <ul style="list-style-type: none"> • Attending to incoming correspondence, telephonic queries, e-mail queries, or with the customer on a one-on-one basis with regard to debtor's accounts. • Liaising with customers on enquiries/disputes, resolving issues and/or recommending resolutions on complex disputes to the immediate superior. • Answering specific queries with regard to other municipal services (e.g. Pre-paid electricity, water, sewerage, electricity, refuse, etc.). • Assisting customer with account queries and provides account reconciliation. • Attending to internal client request with regard to service accounts and relevant statistical information. • Explaining services and sundry charges. • Attending to queries related to the calculation of penalties / interest and providing explanations to clients. • Providing copies of transactional documentation and / or preparing and seeking approval on response to correspondence. • Advising pre-paid consumers, by means of calculations on the best tariff option for their needs • Providing assistance to consumers with regard to water leakages in terms of relevant policy, do calculations and compile evidence report for approval by CFO <p>In order to ensure accurate information is made available and the consumers understand procedures, acknowledge and arrange for the payment of outstanding debts.</p>

7.	<p>DEBIT ORDERS</p> <ul style="list-style-type: none"> • Assist customers with the completion of the debit order application form • Capturing of debit orders on financial system • Capturing of monthly nominated amounts • Levy of fine for unpaid and rejected debit orders on financial system. • Handling of debtor / departmental queries regarding debit orders. <p>To ensure that financial records contains the correct debtor banking details.</p>
8.	<p>METER READINGS:</p> <ul style="list-style-type: none"> • Amendment of meter routes in liaison with Controller : Meter Reading & Cashiering • Interpret and calculate test meter results for account adjustment • Do site visits and meter inspections where needed • Attend to more complicated problems and enquiries of consumers • Assessment of meter-reading variable reports • Capturing of bulk meter-readings, time of use (TOU) users on debtors system and verify deviations monthly • Creating of new water and electricity meters on debtors system • Ensure the correct and timeous capturing and maintenance of meter readings of all branches • Enquire, investigate and amend any incorrect meter readings • Capturing of final readings with the disconnection of services • Verification of final audit reports for consumptions for all the branches before levy • Scheduling the commencement and completion of activities • Monitor progress and the quality of output <p>To supply accurate meter readings to ensure the correctness of debtors records to render correct accounts.</p>

Enquiries relating to the content (duties) of the post can be directed to Mrs Wilma Bekker (Manager Revenue) via email to wbekker@swellendam.gov.za

Applications, on the **official application form** with a CV, certified copies of **ALL** qualifications mentioned on the CV, Identity Document and at least one reference, must be directed to the Human Resource Manager (Mr P. Le Roux) to reach him on or before **Friday, 28 March 2025 at 16:00**. It is **compulsory** to complete the official application form in your own handwriting. Applications that do not have supporting documentation will be automatically disqualified. Applications can be submitted at the various administrative offices at Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. Applications (maximum 15 pages) via e-mail can be sent to 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 an offence and will result in the disqualification of an application. If you do not receive correspondence within eight weeks of the closing date, you must accept that your application was unsuccessful.

HR Offices, Rhenius Street
 SWELLENDAM, 6740
 Tel nr: (028) 514,8500

A. VORSTER
MUNICIPAL MANAGER

(Notice HR 10/2025)