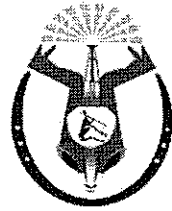


Ubuntu Municipality



menswaardigheid • hoop • erfenis  
ubuntu • ubuntu • isibho  
humanity • hope • heritage

**EXTERNAL ADVERTISEMENT  
NOTICE NUMBER: 4/2026  
DIRECTORATE: FINANCIAL SERVICES  
INCOME ACCOUNTANT**

Ubuntu Municipality, with its Headquarters in Victoria West, invites suitably qualified to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer, subscribes to principles of employment equity, and actively promotes representation in terms of race, gender and disability.

**SALARY:** T12 Salary Scale

**FRINGE BENEFITS**

- 13<sup>th</sup> Cheque
- Pension Fund
- Medical Aid Benefits
- Housing and leave

**JOB PURPOSE:**

To manage the key performance and result indicators associated with the revenue of the Directorate Financial Services through the implementation of laid down policies and procedures dictating the verification, reporting, processing and reconciliation of account receivable transactions to support analysis, identification and recovery overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment, certification and correspondences.

**REQUIREMENTS:**

A relevant 3year tertiary qualification, preferably a B. Com or National Diploma with financial accounting as a major subject. \*\*Computer Literacy: MS Office  
\*\*Compliance with the relevant Minimum Competency Level for Financial Officials as prescribed.

**EXPERIENCE: 2-5 YEARS RELEVANT EXPERIENCE REQUIRED**

## SKILLS AND KNOWLEDGE REQUIRED

Code B Drivers' license \*\*Computer Literacy (MS Office Application) \*\*Good management, human relations, interpersonal and communication skills \*\*Ability to give attention to detail \*\*High level of responsibility \*\* Ability to work under pressure \*\* Aware of and able to apply the principles of GRAP; \*\*Calculates and interprets basic accounting ratios; \*\*Understands the limitations of accounting data as a basis for management action; \*\*Uses techniques such as time series and index numbers to interpret accounting data; \*\*Monitors and controls cash receipts and payments in compliance with cash management policies; \*\*Makes and records payments in accordance with financial policies and regulations; \*\*Maintains petty cash records; \*\*Accounts for cash and bank transactions; \*\*Prepares bank reconciliation statements; \*\*Distinguishes between capital and operational expenditure; \*\*Understands costing concepts and advise on the management of costs; \*\* Interprets cost data; including the use of overhead rates; and \*\*Understand 'activity-based costing' or similar costing models and the use of cost drivers.\*\*Prepares reports and returns for outside agencies;\*\*Produces spreadsheets for the analysis of numerical information; and \*\*Presents information in graphical, diagrammatic or tabular formats.

**COMPETENCY REQUIREMENTS IN TERMS OF THE NEW MUNICIPAL STAFF REGULATIONS ANNEXURE A, PART 13. PAGES 270-281:** Please visit [https://www.gpv.za/sites/default/files/gcis\\_document/202109/45161gon896.pdf](https://www.gpv.za/sites/default/files/gcis_document/202109/45161gon896.pdf) and read headings below:

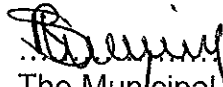
Knowledge \*Functional Competencies: Accounting \*Procurement \*Budgeting \*Costing\* Financial Reporting \*Financial Process Management \*Professional Competencies: Oral Communication \*Written Communication \*Organisational Awareness \*Problem Solving \* Planning and Organising \***Public Service Orientation Competencies**; \*Interpersonal Relationships \*Service Delivery Orientation Personal Competencies \*Action and outcome orientation \*Resilience \*Cognitive ability \*Change readiness \* **Management/Leadership Competencies**: \*Team Orientation \* Direction Setting \*Coaching and Mentoring

**Responsibilities/Duties: SUPERVISION AND CONTROL** – Coordinate activities and procedures associated with direct supervision and monitoring of personnel, services and the status/general condition of the Revenue & Debt Collection Division  
**\*\*FINANCIAL PLANNING AND REPORTING** – Identify and define the short to medium term objectives and priorities of the Revenue & Debt Collection Division outlining revenue growth and sustainability  
**\*\*PROCEDURES, SYSTEMS AND CONTROLS** – Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Revenue Division's structure  
**\*\*PERSONNEL AND PERSONNEL MANAGEMENT** – Direct and controls the Key Performance Indicators and outcomes of personnel within the division  
**\*\*BILLING ADMINISTRATION** – Manage applications and sequences associated with billing related activities  
**\*\*CONTRACT MANAGEMENT** – Manage controls for revenue-related activities  
**\*\*INTERACTION AND COMMUNICATION** \*\* Disseminate guidance and information on specific key performance areas and requirements associated with functionality  
**\*\*COMMUNITY LIAISON** – Management of the community liaison function  
**\*\*REPORTS AND CORRESPONDENCE** – Manage specific administrative requirements associated with the key performance and result

indicators of the functionality \*\*Informal Reporting & Formal Reporting \*\*Perform any other related duties as instructed by Supervisor.

Enquiries may be directed to the HR Officer, Ms. Viona Tieties at 053 6210 026 during office hours between 07H30-16H15.

**CLOSING DATE: 05 MARCH 2026**

  
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The Municipal Manager  
Mr. R. Shuping  
Ubuntu Municipality  
Private Bag X329  
Victoria West  
7070