

Ubuntu Municipality



NOTICE NO: 10/2026

EXTERNAL ADVERTISEMENT

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

DIRECTORATE: FINANCIAL SERVICES

1. INCOME ACCOUNTANT

Salary: (Task Level T 12)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

DURATION OF EMPLOYMENT: PERMANENT

KEY REQUIREMENTS

- A relevant 3year tertiary qualification, preferably a BCom 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.
- 2 – 5years' relevant experience required

SKILLS AND KNOWLEDGE REQUIRED

- Driving License Code B;
- Good management, human relations, interpersonal and communication skills
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure

- Aware 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;
- Interpret 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 and read headings below:

Knowledge Functional Competencies: Accounting Procurement Budgeting, Costing Financial Reporting, Financial Process Management,

Professional Competencies: Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing

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 and 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 control the KPI's 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 KPA's 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 results indicators of the functionality
- Informal reporting & Formal reporting
- Perform any other related duties as instructed by Supervisor

Closing date: 08 October 2026

General information:

Ubuntu Municipality is committed to diversity, employment equity and the development of local communities. Preference will be given to suitable qualified candidates in line with Municipality's Employment Equity Plan.

- Please note by applying for this position, the candidate consents to verification checks of qualifications and criminal records.
- The appointment will be subjected to a rigorous evaluation process.
- The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment will be reconsidered
- Canvassing with Councilors or any other decision-maker/member of selection committee, is not permitted and proof thereof will result in disqualification of your application.
- **NB: Applicants without required documents will not be considered. Applications can be emailed to recruitment@ubuntu.gov.za.**
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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