



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

FINANCIAL SERVICES

Chief Clerk: Rates and Services

Minimum Requirements: Grade 12 Certificate (Senior Certificate) with Accountancy and Mathematics

Other Requirements: A minimum of 5 years relevant experience • Sound ability to apply own initiative and to take decisions independently • Basic knowledge of the relevant Acts and Council's policies • Conflict Management skills • Demonstrated accuracy • Proven computer proficiency – (specialised training will be provided on Council's financial system.) • Demonstrated ability to function under work and time pressure • Sound health and an excellent attendance record • Well developed interpersonal skills regarding clients and colleagues • Excellent language and communication skills in at least 2 of 3 Western Cape official languages (Afrikaans, English and Xhosa), bearing in mind a predominantly Afrikaans speaking client base • Willingness and availability to work outside normal office hours and overtime • Sound knowledge of reconciliations of a Rates section of a municipality • Knowledge of General and Supplementary Valuations

Responsibilities/Duties: Ensure the correctness of rates clearances • The correctness of financial entries, journals and statistics • The correct and accurate capturing of new developments, subdivisions and consolidation of erven on the Council's Financial system • The correctness of ownership and valuations of properties on the Financial system and to assist the Accountant Rates and Services • Responsible for monthly reconciliations of the Rates Section and • Administration of Special Rating Areas

Recommendations: Knowledge of the SAMRAS DB4-system • the ability to handle clients professionally • Knowledge of Microsoft Office

Job related enquiries: Mr Pieter Wagener- Tel (021 808 8531)

Salary: R 195 554.09- R 253 824.81

T10 of a Grade 4 Local Authority (subject to evaluation)

In addition to the abovementioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and removal costs under certain conditions.

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Certified proof of your qualifications and driver's licence is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Closing date: 20 December 2017 @ 12h00



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

If you do not hear from us within ten weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
