The successful incumbent will report to the Accountant: Property Rates and Services

**Minimum Requirements:**
- Grade 12 with Accounting and Mathematics
- Valid Driver’s license (Code B)
- Minimum of two (2) years relevant experience
- Basic knowledge of the Municipal Property Rates Act, other relevant Local Government Acts, Municipal Policies and Bylaws

**Other requirements:**
- Strong Numerical Skills
- Ability to function under work- and time pressure
- High level of computer literacy
- Good health and attendance record
- Good interpersonal relations
- Good language proficiency in two of the three official languages of the Western Cape (Afrikaans, English and Xhosa)
- Excellent communication skills
- Good understanding of terms and conditions in legal documents/service agreements relating to property transfers

**Responsibilities/Duties:**
- Process and issue Rates Clearance Certificates and Subdivision/Consolidation Certificates
- Accurate and prompt recordkeeping of erven and accounts on the Billing system
- Process the monthly Deeds Office registrations
- Receive and process all refund applications from other departments
- Prepare and process Billing system credits for refund
- Attend to return mail from the Post Office
- Attend to customer and inter departmental enquiries
- Perform a wide variety of administrative duties as required by daily operations in the section

**Added advantage:** Experience in Local Government Revenue Office

**Job related enquiries:**
- Pieter Wagener (021 808 8531)
- General Enquiries: Lanese September 021 808 8064 or Lucretia Koegelenberg 021 808 8102

**Salary:** R 137 220.86 - R 178 135.99 (subject to evaluation)  
Plus benefits

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Please note that Stellenbosch does not have an application form. Please state the name of the position in the subject of your email for identification purposes. Applications for the above mentioned vacancy must be sent via the given email. If not it will not be considered. No hand delivered or posted applications will be considered.

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. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver’s licenses, Professional Driver’s Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

**Closing date:** 12 October 2020 @ 12:00

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) 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.