



**PRINCE ALBERT MUNISIPALITEIT**

**PRIVATE BAG X53  
PRINCE ALBERT, 6930**

**NOTICE NO. 14/2024**

**DIRECTORATE FINANCIAL SERVICES**

**SECTION: EXPENDITURE SERVICES**

**VACANCY: ACCOUNTANT CREDITORS**

**WC052-1.2.2.3**

**INTERNAL & EXTERNAL VACANCY**

*Written application on the prescribed application form is hereby awaited from suitably qualified and experienced candidates for appointment as a:*

**ACCOUNTANT CREDITORS**

**REQUIREMENTS**

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- 2 – 5 years' relevant experience required (Creditors)
- Computer literacy: MS Office
- Valid Code B driver's license;
- Computer literacy (MS Office Package);
- Proven Knowledge and experience of the Financial System (Phoenix);
- Good Management, Human Relations, Interpersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- Effective communication skills in at least two of the three Western Cape official languages

**RECOMMENDATION**

- Completed the required Municipal Minimum Competency Level Training

**COMPETENCIES: FINANCE ACCOUNTANTS**

- **FUNCTIONAL COMPETENCIES**  
Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management
- **PROFESSIONAL COMPETENCIES**  
Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising
- **PUBLIC SERVICES ORIENTATION COMPETENCIES**  
Interpersonal Relationships, Communication, Service Delivery Orientation
- **PERSONAL COMPETENCIES**  
Action and Outcome Orientation, Resilience, Cognitive Ability, Change Readiness, Learning Orientation
- **MANAGEMENT / LEADERSHIP COMPETENCIES**  
Impact and Influence, Team Orientation, Direct Setting, Coaching and Mentoring

**KEY PERFORMANCE AREAS:**

- Coordinate the application of accounting procedures in the Creditor's Section
- Coordinate and control tasks / activities associated with controlling personnel performance, productivity and discipline
- Handle creditors enquiries by attending to telephonic, e-mail or written and verbal enquiries
- Perform specific sequences associated with maintaining electronically based information / data and files / records
- ensuring VAT compliance and perform monthly VAT reconciliations
- attend to Audit queries
- Assisting with the development and implementation of financial management policies.
- Monthly control and update of the retention register. Reconciling all creditor control accounts on the financial system to the age analysis and creditor sub-ledger
- Reconciling all bank control accounts on the financial system to the cashbook.

**SALARY** : T12 of a Category 1 Municipality – R 351 623, 16 – R 456 425, 52 p.a

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteen cheque after 12 months of employment.

**STATUS OF POSITION** : PERMANENT

**CLOSING DATE** : TUESDAY 26 MARCH 2024 AT 15:00

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **TUESDAY 26 MARCH 2024 at 15:00**.

Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za)

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za).

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.

**Disqualification:**

Please note that the following will lead to disqualification:

- 1) Non-submission of copies of academic qualifications/records.
- 2) Canvassing of Councillors.
- 3) Submission of fraudulent qualifications and/ or documents.

<p><b>PRINCE ALBERT MUNICIPALITY</b> <b>PRIVATE BAG X53</b> <b>PRINS ALBERT</b> <b>6930</b> <b>EMAIL: <a href="mailto:jobapplications@pamun.gov.za">jobapplications@pamun.gov.za</a></b> <b>Tel. (023) 541 1036</b> <b>Faks. (023) 541 1321</b></p>		 <hr/> <p><b>ALDRICK HENDRICKS</b> <b>MUNICIPAL MANAGER</b></p> <p><b>5 MARCH 2024</b></p>
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