

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

The following vacancy exist in the department as mentioned hereunder :-

**DEPARTMENT : BUDGET AND TREASURY OFFICE**

|  |  |
| --- | --- |
| Position | **MANAGER : DEBT AND CASH MANAGEMENT : POST ID : BTO130** |
| Remuneration | **R617 551,45 per annum (Task Grade 16)**  |
| Qualifications | * Grade 12
* Financial Degree / Diploma with Financial Accounting as a subject.
* A minimum Competency Certificate in Finance in terms of the Municipal Regulations as prescribed by National Treasury.
* Valid Driver’s license
* Computer Literacy
 |
| Experience | * 5 Years’ relevant municipal experience in credit control and debt and cash management
 |
| Responsibilities | * Managing the section accordance with the relevant policies, procedures and legislation.
* Implementing controls to monitor debtor accounts and cash management.
* Preparations of financial reports reflecting the Municipality’s arrear status.
* Implementing controls for improving the level of customer service.
* Managing the service provider in respect of Debt Management.
* Implementing effective controls to reduce the risk in respect of Cash Management.
* Internal and External reporting.
 |

**Detailed CV’s can be forwarded to the Directorate : Human Resources, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director : Financial Management, Mrs A Haripersad at 034 – 328 7848.**

* Canvassing for appointment will automatically disqualify an applicant.
* If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
* The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
* **NO** late applications will be accepted.
* **NO** e-mails or faxes will be accepted.
* The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
* All applicants may be required to undergo a proficiency test.
* **NO** applications shall be considered without certified copies of the original documents of qualifications.
* The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
* It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers

 and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.

* Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to

 disclose all financial interest and will be subjected to competency assessment.

* Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
* Applicants should be a South African citizen or permanent resident.
* **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY.**

**CLOSING DATE : 16 JULY 2021**