



# **BITOU LOCAL MUNICIPALITY**

## **RE-ADVERTISEMENT**

Bitou Municipality is inviting applications for the following vacancy from suitably qualified and experienced professionals. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area

**POSITION:** ACCOUNTANT SERVICES  
**DEPARTMENT:** FINANCIAL SERVICES  
**DIVISION:** REVENUE SERVICES  
**BASIC SALARY:** (T12) R 420 469.99 – R 545 881.51 PER ANNUM + MUNICIPAL BENEFITS  
**REF NO.:** NOTICE: 178 of 2025

**QUALIFICATIONS AND EXPERIENCE:** • A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject • Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage • 3 – 5 years minimum relevant experience in Financial Accounting field in Revenue and Billing preferably. 2 years must have been in a supervisory role.

**REQUIREMENTS AND SKILLS:** Valid Code B Driver's License • Computer literacy (MS Office applications with advanced Excel and SAMRAS knowledge) • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Good management, human relations, interpersonal and communication skills • Sound knowledge of the standards of Generally Recognised Accounting Practice (GRAP) • Analytical Skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Willingness to work after normal office hours, during emergencies and planned overtime • Mentally fit and healthy

**FUNCTIONS & RESPONSIBILITIES:** • Coordinate, control and provide meter reading, water and electricity billing services and administer sundry debtors, cashiering and receipting in accordance legislative prescripts • Administer connections, new connections and re-connections of services • Coordinate and provide customer care services ( liaise with consumers, handle queries, correspondence, keep complaints register, register new users on the financial system, opening and closing of accounts and prepare refunds on remaining credits and deposits on closed accounts and controlling Council's pay points). • Render billing service, administer sundry debtors in accordance to signed contracts and Council's by-laws • Generate, printing and posting of municipal accounts, authorising journals and data capturing • Execute correct billing run • Reconciliation of debtors ledger • Attends to and controls tasks/activities associated with personnel performance, productivity and discipline • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Liaise with internal and external auditors • Create consumer awareness. • Keep abreast of legislative changes and emerging trends in the profession.

### **COMPETENCIES REQUIRED**

#### **1. FUNCTIONAL COMPETENCIES**

- **Accounting:** Aware of and able to apply the principles of GRAP
- **Procurement:** Conduct a capacity and credit check of potential vendors;
- **Budgeting:** Prepares forecasts of income and expenditure;
- **Financial Management:** Evaluates current and proposed activities,
- **Costing:** Understands costing concepts and advise on the management of costs;
- **Financial Reporting:** Presents information in graphical, diagrammatic or tabular formats.
- **Financial Process Management:** Assists in managing assets according to policies and procedures.

#### **2. PROFESSIONAL COMPETENCIES**

- **Oral Communication:** Provide guidance to the team on goals and objectives of the function;
- **Written Communication:** Sound report writing skills;
- **Organisational Awareness:** Understands and internalizes the municipality's priorities and goals;
- **Problem Solving:** Identifies problems following defined diagnostic processes;
- **Planning and Organizing:** Executes tasks in order of priority and urgency.

#### **3. PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **Interpersonal Relationships:** Relates to people at all levels of the organisation;
- **Communication:** Organises and presents own perspective in logical manner;
- **Service Delivery Orientation:** Professional interaction with general public and stakeholders.

#### 4. PERSONAL COMPETENCIES

- **Action and outcome orientation:** Pushes self and motivates others for results;
- **Resilience:** Stays calm and focused under pressure;
- **Cognitive ability:** Demonstrates logical, consequential thinking;
- **Change readiness:** Open to new ideas and ways of doing things;
- **Learning orientation:** Learns from experience and does not repeat mistakes.

#### 5. MANAGEMENT / LEADERSHIP COMPETENCIES

- **Impact and Influence:** Commands respect from peers and managers.
- **Team Orientation:** Able to work in a multidisciplinary team;
- **Direction Setting:** Sets out work for others in a well-planned and organized manner.
- **Coaching and Mentoring:** Sets challenging tasks that stretches individuals' abilities and self-confidence;

**Work related enquiries contact: Manager Revenue Services: Mr. A Zindlu; [azindlu@plett.gov.za](mailto:azindlu@plett.gov.za) or on telephone: 044 501 3426 and for General enquiries contact: Mr. Henry van Rooyen on telephone no: 044 501 3464.**

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply

#### **Please take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

**M MEMANI**  
**MUNICIPAL MANAGER**

**CLOSING DATE: 18 JULY 2025 @ 12H00 PM**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**