



External Advert

Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

DEPARTMENT OF FINANCIAL SERVICES(BTO) **SENIOR CLERK (INCOME/BILLING)- TASK GRADE 6**

Minimum Requirements

Matric and National Certificate in Finance Management or NQF Level 5 equivalent qualification with 1-2 years relevant experience.

Summary of duties

- Maintain and implement an efficient and effective revenue management system including bulk billing, bill corrections, miscellaneous charges inputs, credit note inputs
- Management and control of data maintenance and all account adjustments. Maintain and implement an efficient and effective revenue management system
- including bulk billing, bill corrections, miscellaneous charges inputs, credit note inputs
- and the management and control of data maintenance and all account adjustments.
- Prepare the bills for printing by downloading the files and electronically submitting them to the printing service provider.
- Assess the correctness of billing information for customers by preparing and journalizing all miscellaneous charge types from information received from customer services. Prepare a debit note batch to ensure that the correct general ledger accounts are updated.
- Analyse all credit note applications received from technical services by ensuring that all documents are correct and accurate. Reconcile the accounts.
- Monitor the service providers in order to ensure the monthly billing is correct and accurate and to ensure that bills are posted timorously.
- Organise and plan daily and monthly tasks in order to ensure submission of management information and to meet weekly and monthly deadlines.
- Attend to and finalise complex and difficult customer queries and bill adjustments in terms of the approved standards of service.

Remuneration: R 12 122,24 per month

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, Drivers Licence and ID must reach HR Section no later than **12h00 on 26 June 2023**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Municipal Manager on:

Physical Address:

**Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952**

Postal Address:

**Amajuba District Municipality
Private Bag X6615
Newcastle
2940**

**PM MANQELE
MUNICIPAL MANAGER**