



NDLAMBE MUNICIPALITY

INTERNAL / EXTERNAL VACANCY : SENIOR ACCOUNTANT- CREDIT CONTROL / DEBT COLLECTION : SALARY SCALE - R 410 689.15 – R 533 086,73 TASK GRADE 12

Applications are invited from persons who consider themselves suitably qualified for above position currently vacant in the Credit Control section of the Finance Department in the Port Alfred admin unit. A successful candidate will report directly to the Manager- Revenue - Income :

Qualifications, Experience and Job Requirements

- Grade 12 plus National Diploma/Bcom in Financial Accounting or equivalent NQF Level 6/7 with accounting.
- A minimum of 3–4 years' relevant local government experience in revenue management, debt collection, credit control, or a related accounting environment.
- Sound knowledge of municipal credit control procedures and debt collection practices.
- Municipal Finance Management Programme (MFMP) competency will be an added advantage
- Computer literacy and proficiency in financial management systems.
- Good communication, supervisory and report-writing skills.
- Code B driver's license without any endorsement
- Be prepared to work long hours.
- Ability to work under pressure.
- No criminal record
- Sound computer literacy, reporting, presentation skills and good interpersonal skills
- Attention to detail and accuracy when working with figures.
- Advanced Excel skills

Duties: Key Performance Areas

The following duties but not limited to apply :

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- Coordinate and manage credit control and debt collection functions.
- Monitor and review debtor age analyses and debt recovery processes.
- Implement and monitor debt collection strategies.
- Manage payment arrangements and communicate with defaulters.
- Review and authorize disconnections and billing clearance certificates.
- Prepare debt collection and age analysis reports.
- Assist with government account reconciliations.

- Coordinate and oversee indigent support programmes and registers.
- Supervise and develop subordinate staff.
- Attend to customer enquiries and stakeholder engagements.
- Ensure compliance with municipal policies, procedures and legislation.
- Prepare monthly, quarterly and annual reports as required.
- Attend to Auditor-General information requests and prepare responses to audit findings.
- To perform Adhoc duties as may be required from time to time by the Manager Revenue

To apply, please send your C.V, certified copies of qualifications, ID document, and driver's license (***including details of at least 3 contactable references with email addresses***) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Application forms are downloaded on the Municipal website :www.ndlambe.gov.za. (***Please use notice number as a reference Number***)

Please note that no late submission, faxed or emailed applications will be considered. **For enquiries kindly contact the Human Resources Section on 046 604 5500. The closing date is Thursday, 16 July 2026.**

Employment Equity Plan will be complied with and persons with disabilities are encouraged to apply. All applications who do not receive any response within 21. days of the advertisement, should know that their applications have not been successful.

NOTICE NUMBER: 1 4 7 /2026
29 June 2026

ADV. R DUMEZWENI
MUNICIPAL MANAGER

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