

MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUILDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350

WE ARE HIRING (VACANCIES)



EXTERNAL & INTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	Finance
Job Post Name	X 1 Credit Control - Senior Accounting Clerk
Duration	Permanent
Task Grade 08	R 238 017.89 p/a
Reference Number	MSU/FIN/03/2026
Location	Ermelo

QUALIFICATIONS

- Grade 12 or **NQF Level 4 equivalent**
- National Diploma in Accounting / Financial Management (**NQF Level 6**) or equivalent qualification

EXPERIENCE

- Minimum of **2–3 years' relevant experience in credit control, debt collection, or municipal revenue management**

KEY COMPETENCIES

- High level of accuracy and attention to detail
- Strong numerical and analytical skills
- Good communication and customer service skills
- Ability to handle conflict and negotiate payment arrangements
- Time management and ability to meet deadlines
- Strong problem-solving skills
- Confidentiality and professionalism
- Ability to work independently and as part of a team

KNOWLEDGE

- Municipal billing and revenue management processes
- Credit control and debt collection procedures
- Knowledge of Local Government legislation (MFMA, Municipal Systems Act)
- Understanding of financial policies and procedures
- Basic knowledge of accounting principles and practices
- Familiarity with financial systems.

DUTIES

- Communicating with the customer and attending to enquiries and/ or providing general administrative/ clerical support to ensure transactions are accurately processed and accounting procedures and practices are complied with.



- Performing specific tasks associated with the monitoring of customer accounts and the recovery of outstanding amount by completing details on reminder notification indicating the amount outstanding and circulating to account holders.
- Implementing disconnections and reconnections to consumer accounts and ensuring that the correct procedures have been followed once payments have been received.
- Preparing reports (as per standard practice) on the monthly revenue collection statistics.
- Posting transactions to general ledger and completing trial balance to balance with general ledger.
- Performing debtors' reconciliation and submitting for reviewal to the Accountant.
- Preparing documentation and records for handover to activate legal proceedings and collection.
- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Documenting payment term arrangements as agreed to with the customer and/or executing write off sequences for unrecoverable debts upon approval.
- Maintaining revenue information and record keeping system, filing transactional documentation, notification and correspondence in alpha-numeric/ chronological sequence and/ or retrieves information to support query resolution.
- Attending to specific correspondence/ telephonic enquiries, communicating and providing routine information and/ or referring queries to the relevant department/ or personnel for attention.

Please Note:

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION**

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

“IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL” THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

CLOSING DATE: 20 May 2026 at 12H00PM