

# BREED-GOURITZ

Catchment Management Agency  
Opvanggebied Bestuursagentskap  
I-Arhente yoLawulo lomMandla nokungqongileyo  
51 Baring Street Worcester 6850, Private Bag X3055 Worcester 6850

The Breede-Gouritz Catchment Management Agency (BGCMA) is an established Public Entity of the Department of Water and Sanitation. The Breede-Gouritz CMA exists to manage water resources responsibly through the continuous engagement with all stakeholders and devolve decision making to the lowest level for the benefit of all water users in the Breede-Gouritz CMA, including the environment.

## FINANCE MANAGER: REVENUE

**SALARY LEVEL: 12 (R779 295 an all-inclusive package)**

**CENTRE: Worcester**

**Job Purpose:** To implement and maintain revenue policies and credit procedures to ensure sound revenue management practices and compliance.

**KEY PERFORMANCE AREAS:**

- Develop, implement and monitor billing and debt management policies, strategies and procedures.
- Plan, coordinate and manage the activities of the Division associated with the delivery of revenue services to the Agency.
- Analyse activities, information in terms of service delivery and needs of the water users and other statistics and perform physical observation and inspections to identify trends and needs for new or revised services.
- Perform revenue-related activities to ensure the accurate recording of information regarding revenue management.
- Develop and ensure the implementation of the Credit Control Policy and that all debtor accounts are promptly rendered and outstanding monies collected in good time.
- Coordinate and control the various internal functions and activities to ensure timely and proper collection of all income due to the Agency.
- Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly.
- Compile financial statistical information/reports relating to income collection and report to Management, and all relevant authorities.
- Develop and monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection to ensure correct working operations and practices.
- Perform human resources and administrative activities relating to the Revenue Division.

**Requirements:**

- B degree/Diploma in Financial Management
- Minimum of 5 years' relevant managerial experience in Revenue management.
- Advanced computer skills
- The ability to work independently
- Management and supervisory skills
- Accuracy and attention to detail
- A valid EB driver's license is a pre-requisite.

**Skills/Experience Required:**

- Strong Revenue management experience is critical
- Billing and collections experience
- Figure oriented person
- Excellent communication including report writing skills
- Strategic decision making
- Customer relations experience
- Knowledge of SAP will be an added advantage.

**Enquiries: Ms Zanele Mngoma / Ogwang Okoth at (023) 346 8000.**

Application letters accompanied by a comprehensive Curriculum Vitae, certified copies of all relevant qualifications, certificates and a copy of Identity Document must be placed in a sealed envelope marked "**Vacancy: Finance Manager: Revenue**" and posted to the **Chief Executive Officer** of the Breede-Gouritz CMA c/o the Human Resources Management Division, Private Bag X3055, Worcester 6850 or hand delivered at the reception of the offices of the Breede-Gouritz CMA, 51 Baring Street, Worcester 6850.

The BGCMA is an Equal Opportunity Affirmative Action Employer and reserves the right not to make an appointment. Qualified candidates are encouraged to apply. The BGCMA may subject candidates to assessments which would include competency assessment in the advertised post. Copies of foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

**Closing date: 16 March 2018 at 16h00.**

**NB: No faxed or emailed applications will be accepted.**

Correspondence will be limited to short list candidates only. Applicants who have received no response within three months must consider their applications as unsuccessful.