

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 OFFICER REVENUE – DEBT MANAGEMENT CENTRE: George

Salary Level: Level 9 (R356 289 per annum basic)

Job Purpose: To effectively collect the debtor's book and to receive, reconcile and bank money and/or cheques from clients in compliance with Treasury Regulations and the PFMA.

Requirements: A 3 year B Degree / National Diploma in Financial Management/Financial Accounting or an equivalent qualification with a minimum of 5 years proven relevant experience in financial management. Experience in Public Entity / Public Sector will be an added advantage. A drivers' license is a pre-requisite.

Key Performance Areas:

- Perform and review reconciliation.
- Process valid customer refunds.
- Ensure that interest is run on overdue accounts
- Manage the collection of revenue for the Agency and maintain accurate customer files.
- Prepare a schedule of accounts to be handed over for legal collection.
- Completing user acceptance testing for debt management projects.
- Execute data clean-up projects.
- Handle audit queries.
- Provide inputs for external reporting purpose.
- Implement and monitor billing and debt management policies, strategies and procedures.
- Supervision and training of staff
- Handle audit queries.
- Handle payments in suspense account and do follow up on outstanding debt.
- Attend to all queries on different financial matters related to revenue collection.
- Ensure accurate and correct invoices and statements are sent to customers timeously.
- Analyze financial data of collected revenue and provide information on bad debts.
- Implement and monitor billing and debt management policies, strategies and procedures.

The following will serve as a recommendation:

- Knowledge and understanding of financial Legislation, policies, practices and procedures (PFMA, Treasury Regulations, GRAP and other prescripts).
- A thorough understanding of the anti-corruption strategy and fraud prevention measures.
- Knowledge of Government financial systems and revenue administrative procedures.
- Negotiation and dispute resolution skills.
- Accountability and ethical conduct.
- Excellent communication (verbal and written) including report writing skills.
- Ability to work under pressure and sometimes after hours and within tight deadlines.
- Highly computer literate especially in packages related to accounting and finance. MS Word, Excel, and SAP system will be an advantage.
- Strategic planning and ability to maintain sound interpersonal skills.
- Knowledge of budgeting and financial planning.
- Strong analytical and project management skills.
- Monitoring and evaluation skills.
- Service delivery orientation skills.

Enquiries: Mr. Sikhumbuzo Shabangu at (023) 346 8000.

Application letters accompanied by a comprehensive Curriculum Vitae, certified copies of all relevant qualifications, certificates and copy of Identity Document must be placed in a sealed envelope marked **"Vacancy: Finance Officer Revenue - Debt Management"** and posted to the Chief Executive Officer of the Breede-Gouritz CMA c/o the Human Resources Management Division, Private Bag X 3055, Worcester 6850 or hand delivered at the reception of the offices of the Breede-Gouritz CMA, 51 Baring Street, Worcester 6850 or applications with the subject line **"Vacancy: Finance Officer Revenue - Debt Management"** can be emailed to: careers3@bgcma.co.za

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: 28 September 2018 at 16h00

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