

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



Accountant: Client Services

Requirements:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject
- Computer Literacy: MS Office
- Working knowledge and experience of applicable local government legislation, admin processes and procedures with functional areas
- The requirements associated with the post requires in depth application of principles, systems and regulations associated with specific acts of Local Government and broader financial regulations
- Communication skills in at least two (2) of the three (3) official languages of the Western Cape
- 2-5 years' relevant experience.

DIRECTORATE

Financial Services

DEPARTMENT

Rates and Data Control

REFERENCE NUMBER

WC0324720

SALARY

Basic: R 420 684 p.a.

CLOSING DATE

27 May 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Stanford

Main Functions:

- Management and control of billing services, cashiering & enquiries team in Stanford
- Controlling and managing of various registers and data records to ensure balancing of registers and systems and accuracy of all tasks for the Stanford administration billing services, cashiering and enquiries section
- Control the receipt and completion of correspondence to ensure excellent client services are rendered
- Manage the training needs of the Billing Services, Cashiering and Enquiries team to ensure staff are informed and properly trained to do their work in the most productive way
- Facilitate uniformity and unity of processes and information to ensure co-ordination with other departments/sections/teams
- Responsible for journals to ensure delivery of timeous and accurate accounts for clients
- Responsible for the management of prepaid metering services
- Responsible for new connections of water and electricity
- Must ensure that all meters are read correctly on a monthly basis, accounts are levied, corrections are made and all rebates are finalized in accordance with prescribed policies
- Must keep record of all deeds registrations and change of ownership as well as any subdivisions and consolidations to ensure correct rates accounts are sent to current owners
- Responsible for the maintenance of payment options to ensure payments are received and allocated correctly
- Handle customer enquiries in line with the service charter to deliver excellent client services
- Maintenance on the financial system for Stanford database
- Responsible for the collections function including arrangements to ensure effective debt management in accordance with Council policy.

Special conditions:

- Ability to communicate in at least two of the three official languages of the Western Cape
- Ability to deal with conflict
- Good planning and managerial skills
- Ability to work under pressure.

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

Core Professional Competencies: <ul style="list-style-type: none"> - Written communication - Oral communication - Attention to detail - Influencing - Ethics and professionalism - Organisational awareness - Problem solving - Planning and organising 	Functional Competencies: <ul style="list-style-type: none"> - Business processes - Use of technology - Data processing and analysis
Public Service Orientation Competencies: <ul style="list-style-type: none"> - Interpersonal relationships - Communication - Service delivery orientation - Client orientation and customer focus 	Personal Competencies: <ul style="list-style-type: none"> - Action orientation - Resilience - Change readiness - Cognitive ability - Learning orientation
Management/Leadership Competencies: <ul style="list-style-type: none"> - Impact and influence - Team orientation - Direct setting - Coaching and mentoring 	

How to Apply:**External candidates:**

www.overstrand.gov.za

Internal staff: [apply on the link provided on the Overstrand intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted.

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact Mrs. E Stadler (028) 313 8062. **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.