

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:



DIRECTORATE
Financial Service

Manager: Billing Services, Cashiering & Enquiries

DEPARTMENT
Revenue Management

REFERENCE NUMBER
WC0320084

SALARY
Basic: R 533 280 p.a.
"Perk" Vehicle Allowance
Cellphone Allowance

CLOSING DATE
24 June 2026

EMPLOYMENT TYPE
Permanent

PLACE OF WORK
Hermanus

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
- Valid Code B/EB driver's license
- Advanced computer skills (MS Office Applications)
- Knowledge of a financial system
- Proficiency in two of the three official languages of the Western Cape, Good management, human relations, interpersonal and communication skills
- Analytical skills
- Ability to give attention to detail
- High level of responsibility
- National Certificate in Municipal Financial Management as prescribed in Regulation 493, 15 June 2007 of the MFMA.
- 8 years or more' relevant experience covering all aspects of the relevant financial processes and the management of financial information having gained specialist experience in a financial discipline.

Key Performance Areas:

- Identify and define short to medium term objectives and priorities of the Billing services section
- Direct and control the KPI's and outcomes of personnel within the section Billing Services, Cashiering and Metered Services
- Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the section
- Development and implementation of municipal best practices associated with revenue enhancement strategies
- Manage applications and sequences associated with recording, adjustment and updating of the Municipality's debtor related transactions and accounts.
- Control the receipt and allocation of correspondence and are responsible for providing excellent client services

Minimum competency framework:

As prescribed by the Local Government: Municipal Staff Regulations

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| <p>Functional Competencies:</p> <ul style="list-style-type: none"> - Accounting - Procurement - Budgeting - Financial Management - Costing - Financial Reporting - Financial Process Management | <p>Professional Competencies:</p> <ul style="list-style-type: none"> - Oral Communication - Written Communication - Organisational Awareness - Problem Solving - Planning and Organising |
| <p>Public Service Orientation Competencies:</p> <ul style="list-style-type: none"> - Interpersonal Relationships - Communication - Service Delivery Orientation | <p>Personal Competencies:</p> <ul style="list-style-type: none"> - Action and outcome Orientation - Resilience - Cognitive ability - Change readiness - Learning Orientation |
| <p>Management / Leadership Competencies:</p> <ul style="list-style-type: none"> - Impact and influence - Team Orientation - Direction Setting - Coaching and Mentoring | |

Special Conditions:

- Must have good decision making, negotiating and communication skills and be able to speak at least two of the three official languages of the Western Cape.
- Must have a strong personality and yet exercise patience and understanding when dealing with the public, external institutions and colleagues.
- Must have a high level of integrity and moral values and be prepared to defend approved tariffs and policies in relation to current legislation.
- Must have managerial skills and be able to act in Divisional Manager: Revenue Management post as and when required.
- Must have valid EB driver's license to reach any point within Overstrand Municipal area, independently.
- Managerial skills and advanced knowledge of Revenue Management and Rates
- Advanced computer skills. Detailed planning and spreadsheets are essential for the smooth running of the department.
- Must be able to operate under pressure and to deal with conflict/stress and meet deadlines daily.
- Analytical and lateral thinking required.
- Must possess advanced accounting skills.
- Must be able to function effectively in volatile environment and apply discretion appropriately.

How to Apply:

Apply online:

External candidates:

www.overstrand.gov.za

Internal staff: [Overstrand Municipality 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 signed and 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 Mr. D Louw (028) 313 5090. **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 and removal costs under certain conditions.