

MUNICIPAL COUNCIL OF MBABANE



“Responsive Quality Services on Time”

ACCOUNTS ASSISTANT (FINANCE)

Applications are invited from suitably qualified persons to fill the position of **Accounts Assistant** which has become vacant in the **Finance Department**.

Main Purpose of the job

To assist customers with rates and related queries in a manner that will enhance customer satisfaction and add value to Council operations and provide accurate and appropriate administration of Council monies.

Key Performance Areas:

- Prepare income accounts reconciliations with general ledger each month.
- Send rates bills, sundry debtors' invoices and collect rates and other related revenue due to Council
- Send letters of Final Demand and Certified Statements to all ratepayers who are in arrears with their payment of rates.
- Capture and keep a file of all instalment agreements and constantly remind ratepayers who are lagging behind with their payments.
- Attend to all revenue related queries (rates ,land sale and sundry debtors)
- Assist ratepayers with completing instalment agreement forms, rates clearance applications and Supplementary Valuation application forms.
- File all revenue documents and post receipts for ratepayers.
- Stand in for Cashier when required (all Cashier duties will apply)
- Ensure rates bills are posted and statements emailed timeously.
- Communicate essential Council service-related information to customers.
- Perform any other reasonable task(s) assigned from time to time.

Qualifications and Experience:

- B.Com Accounting
- At least 2 years relevant working experience

Key Competencies (Knowledge and Skills):

- Knowledge of Accounting Software.
- Good Communication Skills
- Paying attention to detail

- Customer Care
- Computer literacy
- Ability to work under pressure

Applications

Please send applications accompanied by a full CV with certified copies of academic qualifications marked "Accounts Assistant" to:

**Human Resources Manager
Municipal Council of Mbabane**

**P.O. Box 1
MBABANE
H100**

Email: recruitment@mbacity.org.sz

The closing date for applications is 13 March 2020.