



# Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons

## VACANCY

### DEBTORS COLLECTION CLERK: FINANCIAL SERVICES

#### Requirements:

**Minimum Qualification:** Minimum Requirements: Grade 12 with a three year National Diploma in Accountancy or related field.

**Experience:** At least three years relevant experience.

**Skills:** Ability to work under pressure, assertive, proactive and computer literate.

#### Summary of Duties but not limited to:

- Assist with debt recovery, which if a client has paid late or missed payments could involve stopping the supply of services or undertaking legal action.
- Analyse the Debtors system and formalise a list of defaulting customer in terms of the Municipality approved credit control policy and procedures.
- Monitors credit agreement payments.
- Contact and assist delinquent account consumers.
- Prepare weekly and monthly management reports.
- Prepare a list of all government department accounts that are in default.
- Assist the Credit control supervisor with the monitoring, follow up and clearing of all the suspense accounts.
- Calculate all rates clearance requests as per the credit control policy.

**Remuneration:** R145 785.00 per annum

Applications consisting of a comprehensive CV and covering letter together with certified copies of qualifications must reach the undersigned, no later than **12h00 on 31 July 2015**.

Enquiries may be directed to the **HR Department: 034 - 329 7200** during office hours. Facsimiles, emails or late applications will not be accepted. Only short-listed applicants will be contacted. If you are not contacted one month after the closing date, your application would have been unsuccessful.

**LM Africa**  
**Amajuba District Municipality**  
**Municipal Manager**  
**Private Bag X6615**  
**Newcastle 2940**