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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Officer: Accounting (Rates & Taxes)**

**APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

**DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## OFFICER ACCOUNTING: RATES & TAXES

<b><u>Department:</u></b>	Group Finance
<b><u>Branch:</u></b>	<b>Property: Rates &amp; Taxes</b>
<b><u>Designation:</u></b>	<b>Officer Accounting: Rates &amp; Taxes</b>
<b><u>Remuneration:</u></b>	R25 422,17 pm (basic salary excluding benefits)
<b><u>Location:</u></b>	66 Jorrisen Place, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus National Diploma in Financial field or equivalent/NQF level 6 qualification.
- 1 – 3 years' relevant experience in the financial computerised environment and customer service back-office environment.
- Understanding of the application of the Municipal Property Rates Act and
- Understanding of the Rates Policy, legislative frameworks that govern Local Government, and an understanding of Accounts reconciliation.

### **Primary Functions:**

**Ensure the following with regards to properties in the City of Johannesburg, in line with the Rates Policy and other governing legislation: Correct property information is reflected in the billing system; Correct property ownership; Accurate billing of rates; Alignment of properties (details & attributes) in the billing system (SAP) with the Land Information System (LIS).**

### **Key Performance Areas:**


- Processing Land Valuation Change records on the billing system.
- Processing of Change of Ownership records.
- Processing Rates Rebate applications.
- Maintain Government Rates Account Portfolio.
- Query resolution.
- Property alignment between LIS and SAP (Property Stream). Revenue Enhancement in Rates and Taxes.
- Ad Hoc transaction processing.
- Stakeholder Relations and Communication.
- Complying with Governance and Risk.
- Process optimisations and efficiency.
- Monitoring and reporting.
- Asset and resource management.
- General operations.


### **Leading Competencies:**

- Confidentiality.
- Ability to work independently.
- Attention to detail.
- Ability to work under pressure.



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**Core Competencies:**

- Computer literacy (All Microsoft programs);
- SAP administration skills.
- Customer Service skills.
- Problem solving.
- Good time management.
- Good communication (verbal and written - good interpersonal skills);
- Coordination skills

***“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/1U0YwycXpS3ibVu50lZD6eAew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

Contact Person: Gabisile Zitha

Tel No: (011) 032 0415

**CLOSING DATE: TUESDAY, 30 JANUARY 2024**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.