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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION Senior Bookkeeper: Revenue

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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SENIOR BOOKKEEPER: REVENUE

<u>DEPARTMENT:</u>	Public Safety
<u>BRANCH:</u>	Finance
<u>DESIGNATION:</u>	Senior Bookkeeper: Revenue
<u>REMUNERATION:</u>	R25 422,17 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	195 Main Road, Martindale, Johannesburg

Minimum Requirements:

- Grade 12 plus a National Diploma in Finance (NQF level 6);
- 1 – 3 years' relevant experience in Finance environment.

Primary Function:

Ensure an effective provision of a debtor control system in respect of invoicing for services rendered and ensure that income raised and collected is reported accurately, in line with Standard Operating Procedures and relevant financial legislation.

Key Performance Areas:

- Process payment against debtors' accounts;
- Confirmation of Debtors and reporting;
- Correspondence and communication;
- Assisting with billing and collection of revenue generated;
- Processing of collection;
- Processing of all debtors' accounts;
- General operations with financial operations and other programs and activities of the Department;
- Build the highest standards of ethical and moral conduct and adhere to codes of good corporate governance;
- Identify and deal with ethical issues and conflicts of interest.

Leading Competencies:

- Intermediate Computer literacy (All MS Office Packages and SAP);
- Basic Accounting principles;
- Good communication skills;
- Interpersonal skills;
- Ability to utilize relevant experience and knowledge to enhance revenue collections;
- Attention to detail.

Core Competencies:

- Understanding of various systems used within the City, such as SAP, data management systems, electronic document management systems, etc.;



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- Basic working knowledge of applicable local government legislation (including MSA, MFMA, and others as applicable);
- Accounting knowledge.

“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/1RMmpT6LgTeGReMEiaF8SAwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Katlego Legwale

Tel No: 011 064 0999

CLOSING DATE: TUESDAY, 19 MARCH 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.