

HWANGE LOCAL BOARD



VACANCIES

Applications are invited from suitably qualified, experienced, self-motivated and task oriented individuals to fill the positions that have arisen within Hwange Local Board.

1. DEBTORS ACCOUNTANT -GRADE D1

Qualifications and Experience

- A Bachelor's Degree in Accounting or relevant professional qualification such as CIS, CIA, ACCA, CIMA, or SAAA.
- At least two (2) years' experience in middle management accounting position.
- Local Government experience is an added advantage.
- Knowledge of Promun Municipal ERP system.
- Must be familiar with the Public Finance and Management System.
- Experience in working with targets and tight deadlines.
- Knowledge of relevant legal requirements and statutes.
- Working knowledge of MS Office and databases

Duties and Responsibilities

- Debt collection for the Council
- Responsible for recovering all monies owed to Council in as little time as possible
- Preparation of Council Budget
- Preparation of Final Accounts
- Preparation of Management Reports
- Establishing and Revising Policies and procedures appropriate to strengthening of financial systems.
- Maintain good relations with ratepayers as well as internal clients
- Any other duties which may be assigned from time to time

Key Result Areas/Duties

- Plan course of action to recover outstanding payments.
- Follow up overdue accounts and maintain accurate records of progress.
- Locate and contact debtors to inquire of their payment status.
- Negotiate payoff deadlines or payment plans.
- Create trust relationships with debtors when possible to avoid future issues.
- Update account status and database regularly.
- Comply with requirements when legal action is unavoidable.
- Close liaison with billing section so that debtors' issues are resolved smoothly.
- Handle disputed bills and provide accurate advice on billing queries.

- Assist in the setting up and review of the credit control system.
- Be the official representing Council in debtors' litigation cases.

2. CREDITORS ACCOUNTANT -GRADE D1

Qualifications and Experience

- A Bachelor's Degree in Accounting or relevant professional qualification such as CIS, CIA, ACCA, CIMA, or SAAA.
- Local Government experience is an added advantage.
- Knowledge of Promun Municipal ERP system.
- Must be familiar with the Public Finance and Management System.
- Applicant should have at least two years' experience in the field of Accountancy. Membership to a relevant professional body is an added advantage.
- Exposure to local authorities accounting systems will be an added advantage.
- Ability to handle pressure and work with minimum supervision.

Duties and Responsibilities

- Budgetary Control.
- Expenditure Control.
- Preparation of Reconciliation reports.
- Preparation of Financial Analysis reports.
- Quality Control
- Any other duties assigned from time to time

Salary and benefits

Details regarding salary and other benefits applicable to this post will be disclosed to candidates invited for interviews.

Hwange Local Board is an equal opportunity employer, Females and the Disabled are encouraged to apply.

Interested persons who meet the above requirements should submit their applications, in writing, to the undersigned to reach him on or before **Friday 10 December 2021. Applicants should not be more than 35 years of age.**

**The Town Secretary
Hwange Local Board
No. 1 Baobab Drive
P. O. Box 140
Hwange**