



CNR Mountain Mall Drive & East LAKE Road, Worcester 6850, Private Bag X3055 Worcester 6850

The Breed-Olifants Catchment Management Agency (BOCMA), a water management entity established in terms of the National Water Act, 1998 (Act No. 36 of 1998), NWA, to perform sustainable and equitable integrated water resource management within the Breed-Olifants Water Management area in the Western Cape Province.

Highly motivated and creative individuals who want to join this exciting and rapidly growing institution qualifying on the minimum requirements stated below are invited to apply for the following vacancy:

BILLING AND INVOICING CLERK

SALARY: R335 756 basic per annum

CENTRE: Worcester

Job Purpose

Responsible for keeping track of money owed to the Agency by customers (water users), preparing invoices and updating of records.

Requirements: A Diploma / Degree in Finance and a minimum of 2 years proven relevant experience as a billing and invoicing clerk. Knowledge and understanding of financial legislation, policies, practices, and procedures including the PFMA. Proficiency in Microsoft (especially Excel). Figure orientated, good organizational and excellent communication skills and client and service orientation. A thorough knowledge of the anti-corruption strategy and fraud prevention measures. A valid driver's license will be an added advantage.

Key Performance Areas:

- Execute the creation of billing orders monthly for all billable customers.
- Checking the integrity of data in the accounting system to ensure accuracy and completeness of final billing.
- Assist in data clean-up project and customer data update.
- Assist with verification and rectification of system interface errors.
- Customer balance and adjustment verification – prepare documents for adjustments and prepare write up submission.
- Maintain database of billing queries and ensure effective resolution of queries.
- Issue invoices and bills and sends them to customer/s through various channels.
- Issue customer account statement periodically or whenever necessary.
- Send reminders for payment and contact customers when assigned.
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- Update accounting records with new payments, balances, customer information, etc.
- Answer questions and handle complaints from customers regarding bills.
- Assist in providing inputs for impairment of accounts receivable.
- Assist in running interest on overdue accounts.
- Assist cleaning unallocated deposit from customers.
- Provide financial reports to management.
- Assist in the preparation of monthly, quarterly, and annual reports.

The following knowledge / experience are preferred:

- Ability to maintain a high level of accuracy and attention to detail.
- Analytical and problem-solving skills.
- Organizational and time management skills.
- Effective listening, verbal, and written communication skills.
- Honesty, integrity, flexible, and work in multi-cultural society.
- Working knowledge of SAP.

The BOCMA is an equal Opportunity Affirmative Action Employer and reserves the right not to make an appointment or withdraw the position.

Suitable candidates will be subjected to a personal suitability check (***criminal record, citizenship verification, qualification verification, financial / asset check and previous employment verification***). The BOCMA may further subject candidates to assessments which would include competency assessment in the advertised position. Copies of foreign qualifications must be accompanied by an evaluation certificate from the South Africa Qualifications Authority (SAQA). The successful candidate will be appointed on a probation of six (6) months and then permanent should all the conditions of the probation be satisfied. **Only South Africa citizens are eligible to apply for this position.**

Suitably qualifying candidates should email a comprehensive Curriculum Vitae (CV) accompanied by an application letter. **Only shortlisted candidates** will be required to submit certified copies of all relevant qualifications, certificates, driver's license and copy of ID (not older than 6 months certification) to careers64@bocma.co.za on or before **23 July 2024, 16h00.**

ONLY EMAIL APPLICATIONS WILL BE ACCEPTED.

*Only one(1) email per submission (application) will be accepted per applicant.

Enquiries: Mr. Sikhumbuzo Shabangu / Ms T G Sambo at (023) 346 8000.

NB: By submitting your application / CV for this position, you hereby grant the BOCMA permission to use your personal information in line with the purpose it is intended and within the provisions of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) as amended.

Correspondence will be limited to short-listed candidates only. Applicants who have received no response within three (3) months must consider their applications as unsuccessful.

To view the comprehensive advertisement, application requirements, procedures, and response details, Please visit our website : www.breedegouritzcma.co.za