



**POST: ASSISTANT MANAGER:  
REVENUE AND DEBTORS  
CENTRE: HEAD OFFICE MAHIKENG  
SALARY: R527 781 pa.  
REF NO: NWHC 02/24**



**REQUIREMENTS:** B Com Accounting or Finance . 5 years' experience in financial services operations and 2 years of supervisory experience is essential. A Post Graduate qualification in Accounting and experience in Revenue Management in a property management environment will be an added advantage.

**DUTIES:** Recommend, evaluate, and implement credit control and debt collection policies, controls, and systems. Develop new systems and improved methods for collection and processing of revenues and other operations. Monitor that the revenue due is calculated monthly, revenue accounts are reconciled weekly and statements are issued timely. Ensure integrated financial sustainability by analysing, interpreting and approving revenue and expenditure reports. Manage processes related to the reconciliation of revenue. Develop and implement finance, accounting, and billing procedures so that accurate records of all bills and payments can be generated and kept. Consolidate and analyse monthly revenue performance reports and report on the results with explanations for deviations from targets. Verify that all clearing accounts have no balances at the end of each period. Monitor that no batches remain open in accounting system for prolonged periods.

**Competencies:** Excellent communication and presentation skills, and Good inter-personal relationship skills. High numeracy, sound technical and problem-solving skills. In-depth knowledge of GRAP. Practical experience of working with Pastel software and at least one debtor's management platform. In-depth knowledge of PFMA, Treasury Regulations and SCM processes.

The North West Housing Corporation is an equal opportunity employer. Preference would be given to candidates from the designated groups in line with the employment equity. NWHC reserves the right not to fill the advertised position should there be no suitable candidate identified. Candidates with foreign qualifications are responsible for the evaluation of their qualifications by SAQA. Candidates that **meet the outlined requirements** should forward your application letter and a comprehensive CV, certified copies of qualifications and ID document quoting the relevant reference number to: [recruitment@nwhc.co.za](mailto:recruitment@nwhc.co.za) No hand or post applications will be accepted. Please note that correspondence will be limited to short-listed candidates. Applications received after the closing date will not be considered. **Closing date: 16 February at 16:30**