

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

BUDGET AND TREASURY OFFICE

ASSISTANT CHIEF FINANCIAL OFFICER (RE-ADVERTISEMENT)

SALARY: R624 958.80 Per Annum (All Inclusive)

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree in Accounting or National Diploma in Accounting, or equivalent qualification
- A postgraduate qualification in Accounting will be an added advantage
- Minimum of 3 years' working experience in a municipal finance environment at middle management level
- A valid and unendorsed driver's license

KNOWLEDGE AREAS

- Knowledge of the MFMA
- Knowledge of the interpretation and compilation of Management reports
- Knowledge of and skill in the implementation of GRAP Standards
- Knowledge of computer based information systems e.g. MS Excel, Word and PowerPoint
- Knowledge of MSCOA
- Knowledge of more than one financial system will be an added advantage
- People Management skills
- Problem solving and analytical skills
- Excellent verbal and written communication skills

KEY PERFORMANCE AREAS

- Prepare annual financial statements
- Prepare monthly financial statements
- Ensure preparation and review of all reconciliations
- Ensure compliance with all relevant legislation (MFMA and GRAP standards)
- Prepare monthly budget statements
- Ensure that the Ledger and Trial Balance reconcile accordingly
- Reconcile all conditional grants and ensure accurate reporting

- Implement the Municipal Property Rates Act
- Ensure that revenue is collected as per budget
- Implement a Cash and Investment Policy
- Ensure correct and accurate customer bills are sent timeously to customers
- Ensure reconciliation of assets with the Asset Register and General Ledger
- Perform such duties as may be delegated by the Chief Financial Officer

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo 3276 by not later than 16h30 on 15 June 2018. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment into the above mentioned position.

GM SINEKE

MUNICIPAL MANAGER