

**Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:**

**BUDGET AND TREASURY OFFICE**

**BUDGET & REPORTING MANAGER**  
**SALARY SCALE: R513 198.19 Per Annum (All Inclusive)**

**MINIMUM REQUIREMENTS**

- Grade 12 Certificate and B Com Degree (Major in Accounting/ Management Accounting)
- A minimum of 4 years' experience in budget and reporting environment of which 2 years must be at a supervisory level/ junior management level.
- Knowledge of Case Ware and SAMRAS.
- Computer literacy in MS Office.
- A valid EB driver's license.

**KEY PERFORMANCE AREAS**

- Effective municipal financial planning and management.
- Work with Directors and Project Managers to develop the organization's budget.
- Review Managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Monitor organizational spending to ensure that it is within budget.
- Provide input into long term objectives setting and financial planning sequences.
- Direct and execute accounting procedures and processes associated with controlling capital & operating budget, financial accounting control and financial reporting.
- Review all financial information processed in the business to ensure compliance with General Recognised Accounting Practice (GRAP) and with laws applicable in which the business operates.
- Monitor Financial Performance (Annual Budgets / Quarterly Forecasts).
- Maintenance and review of accounting data on SAMRAS.
- Ensure compliance with all statutory reporting (MFMA Sec 71, 72, 66 reports, quarterly, monthly and annual reporting).
- Ensure Statutory Reporting.
- Contribute in policy formulation and review of all budget related policies.
- Preparation of monthly, bi- annual and Annual Financial Statements.
- Supervise employees, monitor activities and satisfy reporting.
- Undertake duties in own initiative with little guidance.

## **KEY TECHNICAL SKILLS AND KNOWLEDGE**

### **Strong Understanding and Working Knowledge:**

- Accounting /Finance Functions.
- General Recognised Accounting Practice (GRAP).
- Budget Compilation & Budget Process.
- Management Accounting Principles.
- Compilation of Annual Financial Statements.

### **Skills:**

- Excellent communication skills.
- Analytical skills.
- Strong organisational/business writing skills.
- Strategic thinking.
- People management and development.

## **PROCUREMENT CLERK**

**SALARY SCALE: R103 072.68 – R133 803.96 Per Annum**

Applicable benefits: Medical Aid, pension, 13<sup>th</sup> cheque, home owner's allowance

### **Minimum Requirements**

- Grade 12 Certificate
- Bachelor's Degree/National Diploma in Accounting or related field.
- 2-3 years' relevant experience
- Computer literacy
- Knowledge of SAMRAS will be an added advantage

### **Key Performance Areas**

- Prepare all the municipal operating and capital expenditure in terms of the municipal procurement policy, supply chain management, tender processes and Municipal Finance Management Act.
- Ensure that all required goods are linked to the budget.
- Create and maintain the suppliers' database.
- Deal with orders for goods and services.
- Liaise with various internal departments regarding goods and services ordered.
- Perform administrative duties.

**Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.**

**A signed letter of application indicating the position being applied for, together with a comprehensive CV and certified copies of original certificate(s) and ID must be forwarded to: The Municipal Manager, P.O. Box 132, Ixopo 3276 by not later 16h00 on Friday 16 September 2016. Faxed applications will not be accepted. If you do not hear from Council within 30 days after 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/ appointments into the above-mentioned positions.**

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**GM SINEKE  
MUNICIPAL MANAGER**