

MATJHABENG

INTERNAL/EXTERNAL ADVERTISEMENT



The Matjhabeng Local Municipality hereby invites suitably qualified individuals to apply for the undermentioned position.

Candidates, who wish to be considered for this position, must post /submit their applications and completed comprehensive CV's including the necessary documentation (i.e., Certified copies of Qualifications, ID) to the Senior Manager Human Resources at the Municipal main building, Room 5 Third (3rd) Floor, Welkom, contact number (057) 391 3611 or send the application via post to P.O. Box 708, Welkom, 9460. Enquiries regarding this position can be forwarded to the Chief Financial Officer (CFO) Mr. T. Panyani on (057 391 3156)

The Matjhabeng Local Municipality subscribes to the principles of the Employment Equity Act 55 of 1998.

Please note that CV's received after the closing date will not be considered. If applicants are not contacted for an interview within 30 days after the closing date of this advertisement, they must accept that their application was unsuccessful. The Matjhabeng Local Municipality reserves the right not to fill any advertised position(s).

DIRECTORATE: FINANCIAL MANAGEMENT**POSITION: Accountant: Debits****POST LEVEL: 7/6****SALARY: R 382 872.00 – R 435 948.00 per Annum (excluding Benefits)****QUALIFICATION REQUIREMENTS:**

- Bachelor`s Degree in Accounting (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- Three (3) years `experience in Finance Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Risk Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP)
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA)s**ACCOUNTS RECEIVABLE MANAGEMENT**

- Assist in managing the debtors' book and ensure it is updated and reconciled to the General Ledger.
- Assist in manage the debt collection process and monitor that all receipts are accounted for.
- Champion the accounts receivable processes – ensure that all queries are resolved and proactively identify ways to improve the processes.
- Monitor unallocated, unapplied, on account and unidentified receipts to ensure that cash is allocated timeously.

- Produce and maintain debtor age analysis reports.
- Evaluate and review existing internal controls and procedures and periodically make suggestions for improvement as business processes change.
- Review existing processes, procedures and business rules and evaluate compliance of actual transaction trail to highlight to Management areas that may attract Auditors' interest.
- Compilation of Audit File.
- Allocate and prepare monthly and annual statements and reports and ensure all Municipality reporting deadlines are met.
- Input and handle financial data and assist with the preparation and consolidation of the annual budget process within agreed deadlines.
- Ensure tax, legal, statutory, and internal authority compliance.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: ACCOUNTANT: DISPOSAL

POST LEVEL: 7/6

SALARY: R 382 872.00 – R 435 948.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/ **Logistics Management** (NQF Level 7) or Advanced National Diploma in **Accounting/Logistics Management** (NQF Level 7)
- Three (3) years `experience in Disposal/**Logistics** Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Logistics Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Give input into the development of asset disposal management policies, processes, and procedures, and provide effective technical support required.
- Prepare cost-benefit analysis, record, report asset disposal transactions for financial records, and provide feedback to the Chief Accountant.
- Plan, organize, and advertise all the recommended and approved non-economical assets identified for disposal readiness to ensure accurate accounting records, transparency, and competitiveness.
- Act as Secretariat for Disposal Committee meetings
- Ensure that policy and procedure implementation is monitored and evaluated on a regular basis in line with organizational audits.
- Maintain effective internal controls to ensure transactions follow Company policies and are accurately reflected on the financial statements.
- Co-ordinate and control tasks/activities associated with personnel performance, productivity and discipline.
- Compilation of Audit File.
- Ensure tax, legal, statutory, and internal authority compliance.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: Accountant: Rates and Taxes

POST LEVEL: 7/6

SALARY: R 382 872.00 – R 435 948.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- Three (3) years' experience in an accounting/financial role. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Risk Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.

- Applicant must have a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts.
- Accurate levying of fixed Municipal rates and taxes according to Council's By-Laws
- Ensure the regular reconciliation of rates and taxes accounts against valuation roll .
- Issue clearance certificates.
- Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Property Valuers
- Coordinate and control procedural administrative requirements, record keeping, and reporting deadlines associated with the functionality.
- Keep abreast of legislative changes and emerging trends in the profession.
- Update customers on policies and procedures and ensure that such policies and procedures are regularly updated and complied with.
- Ensure that policy and procedure implementation is monitored and evaluated on a regular basis in line with organisational audits.
- Maintain effective internal controls to ensure transactions follow Organizational policies and are accurately reflected on the financial statements.
- Research, recommend and implement new procedures and industry best practices.
- Keep abreast with industry trends and practices.
- Compilation of Audit File.
- Ensure tax, legal, statutory, and internal authority compliance.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: CONTRACTS AND ADMINISTRATION SPECIALIST

POST LEVEL: 7/6

SALARY: R 382 872.00 – R 435 948.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- B. Com Law (NQF Level 7), B-Tech Law (NQF Level 7) or Advanced National Diploma in Commercial Law or Law (NQF Level 7)
- Three years' experience in Commercial Law/Law/Procurement and Contract Management.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Coordinate the signing of Supplier contracts following tender approval in consultation with Manager: SCM, Legal and service provider.
- Ensure that Service level agreement as well as project plans are signed to monitor supplier performance.
- Provide guidance on all contractual matters in the procurement of goods and services across the Municipality.
- Liaise with Legal department to prepare contract renewals prior to contract expiry date and develop new contracts to ensure contract close-out, extension or renewal takes place.
- Prepare memos to timeously advise end users on contract's expiry dates (6 months prior to end date)
- Maintain an electronic Contracts Register for all suppliers.
- Verify completeness of documentation received from suppliers, for example, tax clearance certificates, CIPRO registration, request for quotations, proof of banking details, goods received notes, etc. to ensure compliance with Supply Chain policies and procedures.
- Liaise with service providers to follow up on tax clearance documentation and BBBEE certifications, etc, with regards to expiries and renewals.
- Input into the production of monthly and quarterly reports on supplier contracts (deviations, new contracts, terminated contracts) for submission to the Manager: Supply Chain Management.
- Capture awarded contracts onto contract register and the monitoring thereof.
- Maintain regular update of contract register.

- Monitor supplier adherence to contract terms and conditions as specified in the service level agreement.
- Escalate non-adherence or breach of contract to Manager: Supply Chain Management.
- Participate in the evaluation of suppliers on a quarterly and / or annual basis to discuss supplier performance and compliance issues.
- Participate in supplier meetings to discuss bottlenecks in the procurement processes and to address matters of concern.
- Maintain sound business relationships with suppliers to ensure the continuity of supply of goods and services.
- Monitor adherence to Supply Chain Management Policy, Regulations, and all other relevant statutes across the Local Municipality.
- Escalate non-adherences to Manager: Supply Chain Management.
- Input into the development of action plans to address internal control deficiencies in supply chain processes and procedure.
- Provide Audit support by ensuring that all audit queries raised by the Auditor General are attended to.
- Provide necessary information requested by the Auditor General related to supplier contract on time and ensure accuracy and confidentiality is maintained.

DIRECTORATE: FINANCIAL MANAGEMENT.

POSITION: BUDGET AND TREASURY INTERNSHIP PROGRAMME

NUMBER OF POSITIONS: 2 X

DURATION: FIXED TERM CONTRACT OF 24 MONTHS

SALARY: STIPEND OF R 165 345.36 per Annum

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/Internal Auditing/Risk Management (NQF Level 7) or National Diploma in Accounting/Internal Auditing/Risk Management (NQF Level 6).
- Applicant must be unemployed.
- Applicant must be within the age group not exceeding 35.
- Applicant must be from a previously disadvantaged group in line with the Employment Equity Act 55 of 1998.
- Applicant must have basic Computer Literacy skill (MS Office Word, Excel and PowerPoint).
- Applicant must be able to speak at least two languages spoken within the Council's area of jurisdiction (Lejweleputswa District area).

- Applicant must be willing to undergo a performance assessment during the internship programme.
- Applicant must come from the local area of jurisdiction (Lejweleputswa District Municipality Area and submit proof of residence).

NB: The Intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational workplace assignments and observance of the policies and procedures of the Matjhabeng Local Municipality.

KEY PERFORMANCE AREAS (KPAs)

The Accounting and Financial areas include inter alia:

- Revenue Management: - Billing, debt collection and Indigent management
- Procurement and contract management.
- Expenditure management including payment of Suppliers.
- Bank Reconciliation and Financial Statements.
- Cash Flow, Assets and Investment Management
- Budgeting and reporting.
- Risk Management, Trade and Direct Creditors.
- Perform any other duties that may be delegated by Superior.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: MANAGER: SUPPLY CHAIN MANAGEMENT

POST LEVEL: 3

SALARY: R 675 528.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/Supply Chain Management (NQF Level 7) or Advanced National Diploma in Accounting/Supply Chain Management (NQF Level 7).
- Five years `experience in Supply Chain Management. Municipal experience is an added advantage.
- Three (3) years staff management/Supervisory skills.

- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Supply Chain Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Implement the Procurement policy and Procedure.
- Management all supply chain management functions; Acquisition Management, Logistic Management, Disposal Management and Supply Chain Performance.
- Ensure the adherence to the Procurement Policies and Procedures, Circulars, Guidelines and Legislation applicable.
- Writing reports in line with the Supply Chain Management Policy and Regulations
- Negotiate preferential rates of the Municipality.
- Manage the tender process and advise managers in their areas.
- Coordinate the tender process and the evaluation thereof.
- Ensure effective, efficient and economical procurement, storage, risk control, distribution, maintenance and administration over the assets and services of the Municipality.
- Ensure the management information (reconciliations) is produced and available on a monthly basis.
- Manage the SCM archive section and monitor the safe keeping of municipal SCM documents.
- Monitor the Procurement/ Tender Committee.
- Review and assist in the compilation of procurement plans, business plan and work plan.
- Ensure all procurement plans are linked to the Municipality Integrated Development Plan (IDP).
- Investigate complaints received from the public regarding bid procedure and irregularities.

- Any other duties given by the supervisor.
- Compilation of Audit File.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: SENIOR/CHIEF ACCOUNTANT: COSTING

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- **B. Comm Accounting/ Bachelor of Accounting/ B Compt, B-Tech Accounting** (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- Five years 'experience in Financial accounting, Cost and Management accounting. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal Ordinances, Corporate Governance, Municipal Regulations and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Give input into the development of Organization wide Cost and Management Accounting Strategy and Vision.
- Develop Cost and Management accounting policies, systems, and procedures.
- Communicate the Cost and Management Accounting implementation plan to all stakeholders within the institution.

- Drive the cost management process towards best practice.
- Understand Municipal budgeting and legislative framework.
- Assist in the formulation and preparation of the Municipal budget.
- Perform life cycle cost benefit analysis and report results to the Chief Financial Officer.
- Perform month end accounting reconciliations, review the general ledger and reconcile the balance sheet.
- Preparation of monthly, quarterly and half-year budget reports submitted to National & Provincial treasury.
- Prepare monthly and quarterly accounting report for submission to Management.
- Educate and train the Municipality's stakeholders on cost and management accounting and budgeting principles and practices, continuously.
- Co-ordinate and control tasks/activities associated with personnel performance, productivity and discipline.
- Compilation of Audit File.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: CHIEF ACCOUNTANT: TRADE AND DIRECT CREDITORS

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- **B. Comm Accounting/ Bachelor of Accounting/ B Compt, B-Tech Accounting** (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- Five years 'experience in Financial accounting, Cost and Management accounting. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal Ordinances, Corporate Governance, Municipal Regulations and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.

- Applicant must have a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Prepare monthly trade payables/creditors and age analysis reconciliation on a monthly basis.
- Prepare payments to municipal creditors, inspect all required supporting documentation are available, crossed referenced, accurately captured, captured within the correct budget vote and approved by the delegated municipal officials.
- Inspect bank statements to confirm that the goods were appropriately paid for: payments authorised, correct payee, correct amount
- Supervise the expenditure archive section and monitor the safe keeping of municipal expenditure documents.
- Perform month end accounting reconciliations, review the general ledger and reconcile the balance sheet.
- Compilation of Audit File.

Fraudulent qualifications or documentation will immediately disqualify any applicant. A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from being appointed.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: Senior Manager: Budget/Treasury

POST LEVEL: 2

SALARY: R 779 028.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Chartered Accountant (CA-SA) and Registered with SAICA or ACCA
 - 7-8 years' experience in planning and managing budgets.
 - Five (5) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Credit Management and any

other related legislative requirements.

- Clear understanding and application of Case-ware.
- Prepare GRAP compliant annual financial statement together with related financial statements notes.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

BUDGET MANAGEMENT PROCESS

Facilitate the annual budgeting process within the Municipality, by

- Forecasting budgetary requirements based on trends in the Municipality.
- Communicating the annual budgeting process and templates for the Municipality.
- Ensuring that all budget owners prepare Opex and Capex budgets for their Departments in accordance with the template provided and the Municipal Integrated Development Plans.
- Quality assuring, providing advice and facilitating appropriate prioritization of budget items and the accurate reflection of anticipated costs in the budget.
- Validating budget accuracy through checking of relevant systems including payroll system, asset register, contracts and through relevant stakeholder and line management workshops.
- Facilitating the development of the Municipal Service Delivery Budget and Implementation Plan.
- Presenting final draft budget to the Chief Financial Officer and the Municipal Manager for approval.
- Facilitating Council approval and publication of the Municipal Budget.

MANAGEMENT OF BUDGET PERFORMANCE

To ensure effective monitoring of the performance of the budget for efficient disbursement of revenue, by: -

- Comparing the actual expenditure and actual income to measure if it is consistent with the budgeted amounts.

- Identify variances from the budget and take corrective actions or escalate to the Chief Financial Officer for action.
- Verifying payments and ensuring they are made through the right vote and have sufficient budget available.
- Ensuring invoices are processed on the right votes and that sufficient funds are available in the relevant vote.
- Cross-checking errors with the journals and amending in accordance with treasury regulations.
- Verifying expenditure and ensuring the collection is sufficient (that is, to ensure that the income spent does not lead to over expenditure).
- Producing and presenting budget reports to the relevant structures in the Municipality.
- Advising the Chief Financial Officer in terms of proposed budget reallocations where required.
- Informing Line Managers of status of budget and advising them of actual or anticipated over expenditure or serious under expenditure.

REPORTING AND LIASING WITH RELEVANT STAKEHOLDERS

To arrange meetings/workshops for the compilation of reports; and informing and receiving directives for decisions involving the formulation and monitoring of the budget, by: -

- Providing actual expenditure and income reports to Municipal structures and Senior Management consistent with the systems that are in place.
- Measuring the actual target performance against the proposed budget.
- Ensuring performance targets are populated in the SDBIP templates and provided to the relevant committees.
- Reporting on the actual debtors, creditors, and cash flow status in accordance with templates of the Municipality.
- Reporting on pending grants as per guidelines.
- Ensuring the compilation and submission of budget reports to the CFO and the Municipal Manager.

MANAGE THE BUDGET OFFICE PERFORMANCE

To supervise and monitor the performance of the budget office, by: -

- Conducting regular management meetings to discuss departmental matters.
- Managing the performance, development, and attendance of staff in the Budget and Treasury Office.
- Ensuring staff in the Budget and Treasury Office have clear roles and responsibilities.
- Ensuring expenditure control within the Budget and Treasury Office.
- Ensuring appropriate resource planning and management within the Budget and Treasury Office.

- Ensuring all records and documentation are appropriately managed, filed and stored in the Budget and Treasury Office.
- Handling all queries, complaints and correspondence within the Budget and Treasury Office.
- Developing Annual Operational Plans and Schedules.

FINANCIAL STATEMENT

- Prepare Financial Statements for the Municipality and ensure that all financial submissions adhere to accounting policies and Generally Recognised Accounting Practice (GRAP).
- Implement and review all finance related reconciliation.
- Implement and review audit file to be submitted to the External Auditor.
- Develop and Implement audit action plans.
- Developing Annual Operational Plans and Schedules.

GOVERNANCE, COMPLIANCE AND AUDITS

- Ensure tax, legal, statutory, and internal authority compliance.

SUPERVISION AND CONTROL

- Co-ordinate and control personnel performance, productivity and discipline, by monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.
- Fraudulent qualifications or documentation will immediately disqualify any applicant. A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from being appointed.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: SENIOR/CHIEF ACCOUNTANT: REPORTING

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- **B. Comm Accounting/ Bachelor of Accounting/ B Compt, B-Tech Accounting** (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- SAICA Articles will be an added advantage.
- Five years 'experience in Financial Reporting specifically within the Municipal environment.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Credit Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD) or be willing to obtain MFMP/CPMD 18 months after appointment date.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must a clear understanding and application of Case-ware software.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

FINANCIAL ACCOUNTING

- Develop and implement financial reporting policies in line with MFMA and Treasury regulations.
- Prepare the first draft of interim and annual financial statements in accordance with GRAP and submit to the Managers: Revenue, Expenditure and Budget for review.
- Prepare annual and quarterly reports on cash flows, update projections and prepare quarterly reports on expenditure against budget and variances.
- Maintain and track records of all transactions.
- Provide accurate audit documentation to internal and external auditors.
- Prepare monthly VAT 201 reports.
- Prepare Audit files and review all Finance section reconciliations.

FINANCIAL STATUTORY REPORTING

- Prepare consolidated Financial Statements for the Municipality and ensure that all financial submissions adhere to accounting policies and Generally Recognised Accounting Practice (GRAP)

GOVERNANCE, COMPLIANCE AND AUDITS

- Ensure tax, legal, statutory, and internal authority compliance.

SUPERVISION AND CONTROL

Co-ordinate and control personnel performance, productivity and discipline, by monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: SENIOR/CHIEF ACCOUNTANT CASH MANAGEMENT

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting (NQF Level 7), **B-Tech Accounting** (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- Five years `experience in Finance specifically in Cash management. Municipal experience is an added advantage.
- Applicant must have two (2) years staff Supervision experience.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Municipal Finance Management Act, Municipal Systems Act, Revenue Management, Constitution of South Africa (Act 108 of 1996) and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.

- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Oversee Cash management and interact with Treasury department ensuring daily deadlines are met.
- Effectively evaluate and monitor working capital including debtors, creditors, and cash management.
- Review payment allocation policies and procedures in revenue accounting systems to ensure all transactions into the banks are posted into the correct General Ledger accounts.
- Manage month end procedures including cash book transaction processing and general ledger reconciliations.
- Monitor unallocated, unapplied, on account and unidentified receipts to ensure that cash is allocated timeously.
- Evaluate and review existing internal controls and procedures and periodically make suggestions for improvement as cash management business processes change.
- Allocate and prepare monthly and annual statements and reports and ensure all Municipality reporting deadlines are met.
- Manage Governance, Audits and compliance.
- Compilation of Audit file.
- Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: Senior/Chief Accountant: Credit Control

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting (NQF Level 7), **B-Tech Accounting** (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- Five years `experience in Credit Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.

- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Credit Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Develop, review and monitor the implementation of the Credit Management strategy, framework, systems and policy.
- Draft Credit control management methodology that is aligned with the Municipality's objectives for approval.
- Align information systems, applications, work processes and role boundaries to support functional outcomes related to the credit control, debt book, debt collection, etc.
- Provide guidance to personnel on the interpretation of procedures, application and communication sequences associated with the Credit Control cycle.
- Drive the Credit Control management process towards best practice.
- Manage compliance to institutional policies and report on non-compliance.
- Compilation of Audit File.
- Champion the indigent registration process.
- Manage and monitor collection of outstanding debts.
- Ensure effective internal controls, policies and procedures are in place across the credit control section.
- Management of intermediary accounts by ensuring proper records are maintained, agent's fees (where applicable) are paid and timely communication and release of debtor statements.
- Update, validate and present credit control reports to credit control committee, management meetings and to auditors.
- Carry out the debtors ageing process analysis and taking appropriate action in line with credit control policy.

- Execute applications associated with financial planning, analysis and reporting process, by preparing and submitting the monthly ageing analysis report to management.
- Monitoring attendance / conduct and output and address deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.
- Maintain compliance and ensure internal controls are implemented within the Department.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: Senior/Chief Accountant: Debits

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting (NQF Level 7) or **B-Tech Accounting** (NQF Level 7), Advanced National Diploma in Accounting (NQF Level 7).
- Five years `experience in Finance. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Revenue Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a valid driver's license.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Manage the debtors' book and ensure it is updated and reconciled to the General Ledger.

- Manage the debt collection process and monitor that all receipts are accounted for.
- Champion the accounts receivable processes – ensure that all queries are resolved and proactively identify ways to improve the processes.
- Monitor unallocated, unapplied, on account and unidentified receipts to ensure that cash is allocated timeously.
- Produce and maintain debtor age analysis reports.
- Evaluate and review existing internal controls and procedures and periodically make suggestions for improvement as business processes change.
- Review existing processes, procedures and business rules and evaluate compliance of actual transaction trail to highlight to Management areas that may attract Auditors' interest.
- Compilation of Audit File.
- Allocate and prepare monthly and annual statements and reports and ensure all Municipality reporting deadlines are met.
- Input and handle financial data and assist with the preparation and consolidation of the annual budget process within agreed deadlines.
- Ensure tax, legal, statutory, and internal authority compliance.
- Co-ordinate and control personnel performance, productivity and discipline, by monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: Senior/Chief Accountant: Risk Management

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor of Commerce in Risk Management/Internal Auditing/Accounting (NQF Level 7) or Advanced National Diploma in Risk Management/Internal Auditing/Accounting (NQF Level 7).
- Five years 'experience in Risk Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.

- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Risk Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Develop, review, monitor and implement the enterprise Risk Management framework within the department.
- Link Risk Management processes with the department's objectives and business plan (APP).
- Develop and roll out a Risk Management awareness programme throughout the Institution.
- Consult with stakeholders to ensure identification and management of risks.
- Facilitate operational Risk assessment processes (Risk identification, analysis, and rating) within the department, guided by the departmental Risk management strategy and policy.
- Conduct a project Risk analysis as well as the evaluation of various projects within the Institution.
- Provide advice to Management on issues related to Risk management.
- Identify potential business interruptions, develop a plan to safeguard the Institution against interruptions and implement recovery procedures (i.e. procedures to deal with sabotage, computer related crimes such as cyber attack, or human error).
- Coordinate the integrity management within the Institution as part of the department's Anti-corruption initiative.
- Compile Risk management reports.

- Compilation of Audit File.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: Senior/Chief Accountant: Logistics and Disposal

POST LEVEL: 5/4

SALARY: R 496 572.00 – R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/Supply Chain Management/Logistics Management (NQF Level 7) or Advanced National Diploma in Accounting/Supply Chain Management/Logistics Management (NQF Level 7).
- Five years `experience in Logistics Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Logistics Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Strategically plan and manage logistics, warehouse, transportation, and customer service.
- Direct, optimize and coordinate full order cycle and keep track of quality, quantity, stock levels, delivery times, transport costs and efficiencies.
- Arrange and plan out logistics management catalogue of goods, plan routes and process shipments.
- Meet cost, productivity, accuracy and timeliness in line with set targets.

- Maintain metrics and analyse data to assess performance and implement improvements.
- Comply with laws, regulations, and OHS&E requirements.
- Ensure compliance with the stock / inventory ordering policy and processes.
- Develop a database with a list of approved suppliers for consumables and inventory goods in consultation with Supply Chain Manager.
- Develop and maintain asset disposal registers, including transfers to other designated Units.
- Safeguards asset valuation certificates and the disposal price schedules.
- Plans, publicize and oversee the implementation of an approved Asset Disposal Register.
- Make timely recommendations for mitigating strategies and risk rating changes.
- Plan and execute asset verification, investigate, report on variances, make necessary recommendations to resolve discrepancies, and update the asset disposal register.
- Ensure Governance, compliance and management of Audits.
- Ensure Human Resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.
- Compilation of Audit File.

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: Supply Chain Performance Officer

POST LEVEL: 7/6

SALARY: R 382 872.00 – R 435 948.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- **National Diploma** in Finance/Supply Chain Management (NQF Level 6) or Advanced Certificate in Finance/Supply Chain Management (NQF Level 6)
- Three (3) years' experience in Supply Chain Management. Municipal experience is an added advantage.
- Two-year staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Credit Management and any other related legislative requirements.

- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

Implementation of supplier functions, processes, and procedures by: -

- Conducting a Research on market information on pricing trends and information about the potential supply base.
- Monitor, evaluate and report on supplier performance.
- Receive proposals from vendors/suppliers with regards to their products, prices and service delivery standards.
- Visit business premises of short-listed suppliers to assess their capability of meeting requirements.
- Develop and implement a performance management system for suppliers.
- Ensure regular review and reporting of supplier performance; facilitate feedback sessions to rectify issues.
- Participate in discussions at site meeting with Contractors and detail deviations or non-compliance to the scope and terms of contracts and/or standard and quality of the delivery of the service.
- Conduct quality checks of products and administrative systems and discuss observed deviations with suppliers to facilitate rectification.
- Clarify internal departmental needs and investigate / assess impacting variables, that is, expenditure, commodity, market/ industry.
- Align departmental needs analysis outcomes with budgetary provisions to establish and advise on costs versus allocations.
- Monitor adherence to Operational and Demand Management / Forecast Plans aligned with Institutional strategy.
- Monitor the actual expenditure versus budget and raise issues.
- Supervise employee, maintain compliance and ensure internal controls are implemented within the Department.
- Maintain professional relationship with service providers / vendors and contractors.
- Prepare reports related to specific analysis or investigations and submit to the immediate superior for approval.
- Attend to document control procedures and monitor the status and accessibility of records and registers.

Fraudulent qualifications or documentation will immediately disqualify any applicant. A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from being appointed.

CLOSING DATE OF APPLICATIONS: 03 May 2021

APPROVED BY

MUNICIPAL MANAGER

Me. Z. Tindleni

We thank all applicants for their interest.