

MATJHABENG MUNICIPALITY



ADVERTISEMENT

FINANCIAL MANAGEMENT

MANAGER BUDGET AND FINANCIAL REPORTING

SALARY: R412 488 pa

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Tertiary qualification in Accounting plus 3-4 years experience in Municipal Finance. Be Computer literate. Relevant qualifications and experience at managerial/ administration level. Understanding of Local Government Legislations. Be computer literate especially in Microsoft Office Products.

KEY PERFORMANCE AREAS:

- Compile multi-year budgets as a financial plan for the next year
- Assist/ Draft budget report and speech for approval of budget
- Ensure that the budget administration is administered fluently and efficiently
- Report to the National Treasury to comply with the Municipal Finance Management Act
- Report in terms of Division of Revenue Act to comply with legislation
- Assist with the report to Provincial Administration to comply with legislation
- Develop, co-ordinate and supervise employees in the division to ensure productivity, to achieve goals and to prevent conflict
- Prepare management reports to enhance sound financial practices
- Deal with the day to day enquiries directed to the division to advice, assist and convey information
- Report to Senior Manger to promote sound financial practices and solutions to problems experienced while executing the laid down duties of the post
- Submit monthly reports to the Chief Financial Officer and report on the key performance indicators (KPI) as specified for the division
- Perform any other related duties as instructed by the supervisor

SENIOR CHIEF ACCOUNTANT (SALARIES)

SALARY: R295 680 – R383 556 pa

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B. Com Degree in Accounting or equivalent (NQF Level 6) plus 3-4 years relevant experience

KEY PERFORMANCE AREAS:

- Co-ordinate and control sequences associated with the verification and provision of information related to payroll transactions
- Ensure reporting requirements and information explaining and detailing expenditure sequences and trends are coordinated and disseminated to support planning and procedural evaluation
- Control the key performance areas and critical outputs of personnel within the section to ensure acceptable performance levels are sustained and adequate direction provided to accomplish laid down objectives
- Coordinate the recording and processing procedures of payroll transactions to ensure the processing of payroll transactions are completed accurately in accordance with laid down accounting procedures, legislations, conditions of services and income tax and practices
- Ensure that records are up to date, reflective of the activities of the section and made available to support transactional sequences and applications
- Perform any other duty as requested by the supervisor

SENIOR CHIEF ACCOUNTANT (RISK MANAGEMENT)

SALARY: R295 680 – R383 556 pa

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B. Com Degree in or equivalent (NQF Level 6) plus 3-4 years relevant experience. Knowledge of National and Provincial Treasury Regulations and Public Sector Risk Management Framework. Be Computer Literate.

KEY PERFORMANCE AREAS:

- Assist to develop the overall enterprise risk management vision, risk management strategy, risk management policy, as well as risk appetite and tolerance levels for approval by the Accounting Officer
- Communicate risk management policy, strategy and implementation plan to all stakeholders in the institution
- Co-ordinate risk assessment within the departments on a regular basis
- Ensure management executes their responsibilities outlined in the risk management strategy and integrate risk management into the operational routines
- Have relationship with Internal Audit in order to provide an independent, objective assurance on the effectiveness of the institution's system of risk management
- Support Provincial Treasury to perform their specific functions
- Assist the External Auditors (Auditor General)

Enquiries regarding the above positions can be forwarded to Mr. T Tsoaeli @ 057 391 3416

CASHIERS (5 POSTS)

Welkom: 2 Positions

Virginia: 1 Position

Odendaalsrus: 1 Position

Ventersburg: 1 Position

SALARY: R117 336 – R142 644 p.a

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

Grade 12. Two years experience in payroll/ cash management specifically within the municipality environment.

KEY PERFORMANCE AREAS:

- Implement all customer care requirements and batho-pele principles
- Implement all council rules and regulations
- Implement all council resolutions
- Issue receipts upon receipt of payments and safe and diligent handling of monies
- Submit necessary reports to other departments as and when needed with regard to income received
- Receipt all payments on the official Municipality approved official stationery
- Balance receipts on a daily basis and hand it over to Senior cashier for safekeeping
- Capture cheques in a prescribed manner
- Compile all reports pertaining to receipting on a daily basis
- Handle prepaid sales of electricity
- Responsible for issuing sundry payments receipts
- Handle enquiries with regard to receipts
- Proper record keeping of receipts and other related documents

CASHIER/CLERK (2 POSTS)

THABONG SWIMMING POOL

SALARY: R117 336 – R142 644 p.a

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

Grade 12. Two years experience in payroll/ cash management specifically within the municipality environment.

KEY PERFORMANCE AREAS:

- Receives payment in respect of entrance fees
- Ensure customer enquiries and payment transactions are efficiently attended to
- Reconcile cash received against receipt issued to customers
- Issue receipts upon receipt of payments and safe and diligent handling of monies
- Submit necessary reports to other departments as and when needed with regard to income received
- Compile all reports pertaining to receipting on a daily basis
- Handle enquiries with regard to receipts
- Attend to specific correspondence/ telephonic enquiries
- Ensure adequate admin support to enable the accomplishment of specific administrative reporting deadlines
- Provide general clerical functions
- Any other tasks which the office might delegate to do

Enquiries regarding *the above positions can be forwarded to Me C Dingani @ 057 391 3140*

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Acting Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building 1st Floor, Room 17 &18, Main Building, Odendaalsrus.
- 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 appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 07 NOVEMBER 2014

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

**MR. MF LEPHEANA
ACTING MUNICIPAL MANAGER**