



EXTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to -apply for the following position:

DEPARTMENT: BUDGET AND TREASURY OFFICE

MANAGER: BUDGET AND REPORTING/ASSETS (PERMANENT POSITION)

REMUNERATION: R445 725 per annum (Task Grade 14 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local authorities)

MINIMUM REQUIREMENTS

- Grade 12
- BCom Degree or National Diploma in Accounting, Finance or Cost Management.
- Code 8 Valid driver's license.
- 5 years or more relevant experience including 2 years at supervisory level.
- Must demonstrate knowledge and experience in municipal finance/accounting.
- Fully computer literate (Ms Office: Ms word, Ms excel and PowerPoint)

KNOWLEDGE SKILLS AND COMPETENCY

- Good communication skills both Verbal and written in English and Isizulu.
- Must have obtained or be pursuing the Competency Levels qualifications (CPMD, MFMP) as prescribed by Municipal Minimum Competency Regulations 2007. Understanding and Knowledge of financial computer systems.
- Good interpersonal and communication skills and good Administrative and numerical skills.
- The incumbent must have a practical knowledge of budgeting and reporting in the line with local government budget reform guidelines.
- Extensive experience in the maintenance of the general ledger and compilation of the annual financial statements.

KEY PERFORMANCE AREAS

- Facilitate the annual budget preparation process.
- Ensuring that the municipality's annual budget complies with the MFMA and the Treasury Regulations.
- Implement effective budget control management to ensure no overspending that may qualify as unauthorized expenditure
- Effectively maintain the trial balance and general ledger
- Monthly and mid-year budget statement reporting as per the MFMA
- Preparation of annual financial statements
- Maintaining the grants register and reconciliation to the ledger
- Maintaining a record of audit matters and facilitate the implementation of audit recommendations.
- Compile, monitor the maintenance of the GRAP compliant Assets Register
- Serve as a custodian who is entrusted with the safeguarding and manage the use of all the Council assets.
- Perform monthly reconciliations between Asset Register and the General Ledger.
- Coordinate work in progress of all capital projects in progress.
- Coordinate the unbundling of Asset under Construction once they have been commissioned.
- Liaise monthly with Departmental Managers to ensure that all information on the Accounting System correspond with work already certified by Departmental Managers.
- Perform monthly financial analysis relating to capital expenditure.
- Monitor and manage economic and analytical reviews on the assets register of the municipality.

An application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date is 3 May 2024. Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Mr. T.E. Gambu, CFO on 031 785 9320.

Any other enquiry may be directed to Ms. P Ngubane, Director: Corporate Services at 031 785 9310.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER