



EXTERNAL ADVERT

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

DEPARTMENT: FINANCE

MANAGER BUDGET AND REPORTING (PERMANENT POSITION)

REMUNERATION: R504 597.86 - R604 626,72 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 facilitating the implementation of audit recommendations.
- Compile, and monitor the maintenance of the GRAP-compliant Assets Register
- Serve as a custodian who is entrusted with safeguarding and managing the use of all the Council assets.
- Perform monthly reconciliations between the Asset Register and the General Ledger.
- Coordinate work in progress of all capital projects in progress.
- Coordinate the unbundling of Assets under Construction once they have been commissioned.
- Liaise monthly with Departmental Managers to ensure that all information on the Accounting System corresponds 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.

DEPARTMENT: OFFICE OF THE MM

MANAGER INTERNAL AUDITING -PERMANENT POSITION

REMUNERATION: R504 597.86 - R604 626,72 per annum (Task Grade 14 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Grade 12 or National senior certificate
- An appropriate bachelor's degree qualification/A relevant 3-year qualification with preference in Auditing or Internal Audit as a major.
- 3-4 years relevant experience required, which includes 2 years of supervisory experience.
- Member of an applicable professional body, institute of Internal Auditors
- Code B, driver's license

KNOWLEDGE SKILLS AND COMPETENCY

- Knowledge of the Institute of Internal Auditing Standards, MFMA, and other relevant Acts.
- Understanding of the municipality's policies and Internal Audit policies and the Code of Ethics and Conduct, procedures, and IA methodology.
- Ability to break an audit problem into parts, identify key issues, locate authority in the form of statute/policy, and compile audit reports to support a position.
- The ability to identify and deal with ethical issues and conflicts of interest.
- The ability to communicate complex information in understandable documents for specific audiences.
- Ability to evaluate the effectiveness of risk management, governance, and internal control processes.
- Knowledge of the municipality's functional directorates and understanding of strategic integration across these; and in-depth knowledge of the municipality's challenges in delivering municipal services.

KEY PERFORMANCE AREAS

- Participating in various meetings (Management, Governance, Audit Committee, external and internal forums, and Audit steering committees) and providing comments and opinions.
- Providing advice to municipal manager and heads of internal departments on the re-alignment of specific processes, roles, and responsibilities to maintain compliance with statutory legislation.
- Compile internal audit charter and audit approach and comply with internal auditing standards, share information, and coordinate activities with other internal and external providers of relevant assurance and consulting services to ensure proper coverage to minimize duplication of audit effort.
- Ensure transparency, public accountability, access to information, administrative justice, and responsiveness to complaints.
- Monitors the management of risks across multiple projects by examining total resource requirements and assessing the impact of projects on day-to-day operations.
- Oversee the strategic planning of the Municipality that will ensure poverty alleviation and sustainable growth and development.

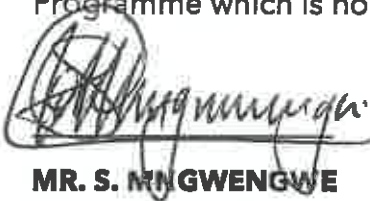
The application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the:

The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at No 18 Old Main Road, Camperdown, 3720 or emailed to: Recruitment@mkhambathini.gov.za

Closing date: 13 December 2024. Kindly note that should you not be contacted within 30 days after the closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. N. Ziqubu Manager: Human Resources at 031 785 9378.

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**