



UMASIPALA **MTHONJANENI** MUNICIPALITY
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position:

DEPUTY CHIEF FINANCIAL OFFICER

SALARY NOTCH T15: R 345 467.88-R 448 452.36 per annum

ESSENTIAL REQUIREMENTS:

- Grade 12
- B Comm. in Accounting or equivalent qualification
- 3 years relevant municipal experience at middle management level.
- Municipal Finance Management Programme Certificate
- Valid driver's licence

KEY PERFORMANCE AREAS

- Assist with the compilation of annual budget and the adjustment budget for the Municipality
- Ensure policy implementation relating to revenue issues
- Assist the CFO and Senior Managers in the preparation of monthly, quarterly and & annual financial reports
- Responsible for collection of any debt owed to Council in terms of the Council's approved credit control policy
- Calculation of the revenue due to the municipality on a monthly basis
- Prompt depositing of all money received by the municipality within the period stipulated by the Municipal policy
- Develop and maintain a system of internal control for debtors, revenue creditors and expenditure
- Reconciliation of all revenue received by the Municipality on a weekly basis
- Responsible for the compilation of the monthly bank reconciliation and updating of all transactions in the ledger
- Development and maintenance of an effective e system to control, approve, any expenditure of the Municipality
- Develop and maintain an internal control system for creditors and payments
- Ensure that the Municipality complies with its tax issues and other related issues including pension and medical aid

- Ensure that all accounts of the Municipality are closed at the end of the month and are reconciled with their records
- Manage and report on expenditure incurred through staff salaries, wages and allowances
- Supervise and manages Finance staff
- Assist the CFO with management of the budget and treasury office

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Acting Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

No emailed or faxed applications will be accepted.

CLOSING DATE: 19 JANUARY 2017

P P SIBIYA
MUNICIPAL MANAGER