



UMASIPALA **MTHONJANENI** MUNICIPALITY
MUNISIPALITEIT

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

**MANAGER EXPENDITURE AND FINANCIAL
REPORTING**

SALARY NOTCH T15: R 396 856.92 - R 515 162.04 per annum, plus
normal benefits.

ESSENTIAL REQUIREMENTS:

- Grade 12
- B Comm. in Accounting or equivalent qualification
- 3 years relevant municipal experience, at least 2 years of which should have been at an Accountant level
- Valid driver's licence

KEY PERFORMANCE AREAS

- Responsible for the efficient and effective performance of the expenditure and financial reporting including processing and reporting on accounts payable, payroll, budget, compliance and risk management,
- Ensure policy implementation relating to expenditure, budgeting and risk management issues,
- Assist the CFO and Senior Managers in the preparation of monthly, quarterly and & annual financial reports,
- Develop and maintain a system of internal control for expenditure, budgeting and risk management,
- Development and maintenance of an effective system to control, approve, any expenditure of the Municipality,
- 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,


- Responsible for compilation of the draft, annual budget and adjustment budget,
- Responsible for the overall compilation of annual financial statements in keeping with MFMA and GRAP standards,
- Monitor the coordination and updating of risk registers for the entire organization,
- Supervise and Manage staff in the expenditure and financial reporting section.

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 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: 14 JUNE 2019



P P SIBIYA
MUNICIPAL MANAGER