



MTHONJANENI MUNICIPALITY UMASIPALA WASE MTHONJANENI

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

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME Salary notch: R 100 000 per annum (all inclusive) Two year contract

ESSENTIAL MINIMUM REQUIREMENTS:

• Grade 12 • The candidate should hold as a minimum, a three year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/ or Auditing, among others. • Preference will be given to candidates who majored in Auditing. • The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality. The candidate must be between the age of 21 and 35.

INTERNSHIP OVERVIEW:

The MFMP is a structure professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technical training. It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

ACCOUNTANT REVENUE

SALARY NOTCH T12 : R 307 270.56 - R 398 853.60 per annum, plus normal benefits.

ESSENTIAL MINIMUM REQUIREMENTS:

• Grade 12 • B Degree or diploma in Accounting or equivalent, • At least 2 years' relevant experience in finance field of local government or equivalent, • Preference will be given to candidates with Finance qualification, • Computer literacy.

KEY PERFORMANCE AREAS

• Responsible for the efficient and effective performance of the revenue section, including the billing for electricity, refuse removal, property rates and other services supplied across the Municipality, • Assist the Manager Revenue 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, • 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, and revenue management, • Responsible for the preparation of revenue reconciliation, monthly bank reconciliation and updating of all transactions in the ledger, • Supervise staff in the Revenue section.

BUDGET OFFICER

SALARY NOTCH T 10: R 220 454.64 - R 286 185.36 per annum plus normal benefits.

ESSENTIAL MINIMUM REQUIREMENTS:

• Grade 12 • B Degree or diploma in Accounting or equivalent, • At least 2 years' relevant experience in finance field of local government or equivalent, • Preference will be given to candidates with Finance qualification, • Computer literacy.

KEY PERFORMANCE AREAS

• Assist the Manager: Expenditure & Financial Reporting and Senior Managers in the preparation of monthly, quarterly and & annual financial reports, • As sist arid maintain a system of internal control for budgeting and financial reporting, • As sist in the compilation of the draft, annual budget and adjustment budget, • Assist in the compilation of annual financial statements in keeping with MFMA and GRAP standards, • Receive and review all requisitions for correct account allocation and budget availability on the system and offer other support where required, • Prepare and submit to relevant stakeholders the following reports: budget time schedule and budget process plan, monthly in-year (Schedule C), Midyear budget and Performance Assessments (Section 72).

SENIOR CLERK - ACQUISITIONS

SALARY NOTCH T 6: R 127 77 1.56 - R 165 862.44 per annum plus normal benefits.

ESSENTIAL MINIMUM REQUIREMENTS:

• Grade 12 • Diploma in Accounting or equivalent At least 2 years' experience in finance field of Local Government or Equivalent • Preference will be given to candidates with Finance qualification. • Computer literacy

KEY PERFORMANCE AREAS

• Information capturing & processing with regards to quotes and purchase orders, • Capturing and maintenance of registration information on suppliers database and contract register, • Capture stock received and issued and perform monthly stock reconciliations, • Match invoices and purchase orders and forward to expenditure for payment and perform creditors reconciliations, • Adhere to Policies and Procedures related to Procurement processes, • Arrange and confirm bookings for travel and accommodation through a travel agent • Perform all other administration duties incidental to the optimal functional of the supply chain office or as laid out by the SCM Manager and Senior Management.

CLOSING DATE: 05 JANUARY 2021

Further information can be obtained from the Human Resources Officer 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, 3838

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 application will be accepted

P. P. SIBIYA

MUNICIPAL MANAGER