

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

BUDGET AND TREASURY OFFICE

BUDGET & REPORTING MANAGER SALARY SCALE: R589 537.32 (All Inclusive)

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor of Commerce Degree/National Diploma with majors in Accounting or Management Accounting
- Minimum of 4 years' experience in budget and reporting environment of which 2 years must be at a supervisory level/ junior management level.
- Knowledge of Case Ware and SAMRAS.
- Computer literacy in MS Office.
- A valid EB driver's license.

KEY PERFORMANCE AREAS

- Effective municipal financial planning and management.
- Work with Directors and Project Managers to develop the organization's budget.
- Review Managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Monitor organizational spending to ensure that it is within budget.
- Provide input into long term objectives setting and financial planning sequences.
- Direct and execute accounting procedures and processes associated with controlling capital & operating budget, financial accounting control and financial reporting.
- Review all financial information processed in the business to ensure compliance with General Recognised Accounting Practice (GRAP) and with laws applicable in which the business operates.
- Monitor Financial Performance (Annual Budgets / Quarterly Forecasts).
- Maintain and review of accounting data on SAMRAS.
- Ensure compliance with all statutory reporting (MFMA Sec 71, 72, 66 reports, quarterly, monthly and annual reporting).
- Ensure Statutory Reporting.
- Contribute in policy formulation and review of all budget related policies.
- Preparation of monthly, bi- annual and Annual Financial Statements.
- Supervise employees, monitor activities and satisfy reporting.
- Undertake duties in own initiative with little guidance.

KEY TECHNICAL SKILLS AND KNOWLEDGE

Strong Understanding and Working Knowledge:

- MSCOA
- Accounting /Finance Functions.
- General Recognised Accounting Practice (GRAP).
- Budget Compilation & Budget Process.
- Management Accounting Principles.
- Compilation of Annual Financial Statements.

Skills:

- Excellent communication skills.
- Analytical skills.
- Strong organisational/business writing skills.
- Strategic thinking.
- People development.

Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive CV and certified copies of original certificates and ID must be forwarded to: The Municipal Manager, P.O. Box 132, Ixopo 3276 by not later 16h00 on 08 February 2019. Faxed applications will not be accepted. If you do not hear from Council within 30 days after the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700

Council reserves the right not to make any appointment/ appointments into the above-mentioned positions.



GM SINEKE
MUNICIPAL MANAGER