



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

## **DEPARTMENT: BUDGET AND TREASURY**

## **PERMANENT POSITION: MANAGER: FINANCIAL MANAGEMENT**

**Salary: R370 894.32 per annum**

### **Requirements:**

- B Com Degree in Accounting
- Between 3 and 4 years' experience in a supervisory position and experience in local government sphere.

### **Added advantage**

- Being in possession of Municipal Finance Management Programme Certificate.

Reporting directly to the Chief Financial Officer, the successful candidate will perform, among other things, the following duties:

- Be responsible for the overall compilation of annual financial statements by utilizing balance sheets and various financial records and statistics and present the completed financial statements to the Chief Financial Officer.
- Ensure compliance with and implementation of applicable legislation, Financial Regulations and Policies.
- Take responsibility for the completion of financial statistical questionnaires /returns and financial reporting by obtaining information from the relevant documents for submission to the relevant authority.
- Be responsible for revenue and expenditure management.
- Keep abreast with legislation and Circulars affecting your area of responsibility.
- Ensure that all the relevant reconciliations are updated and managed
- Ensure that all relevant registers are always kept up to date.

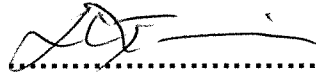
**Detailed CV may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street: Utrecht: 2980 or P.O. Box 11, Utrecht: 2980.**

**For further information you may contact the Chief Financial Officer at 034-331 3041.**

- Canvassing for appointment will automatically disqualify an applicant.

- If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.
- The Department: Corporate Services will not take responsibility for information not mentioned in application.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- The Department: Corporate Services will not be held responsible for lost application unless proof of submission can be supplied.
- **NO** application shall be considered without certified copies of the original documents.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

**CLOSING TIME AND DATE: 12 NOON ON 12 January 2018.**



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**Mr. LCT Nkosi**  
**ACTING MUNICIPAL MANAGER**