



# EMADLANGENI MUNICIPALITY

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

## **DEPARTMENT: BUDGET AND TREASURY**

### **MANAGER: FINANCIAL MANAGEMENT**

**Salary Scale: Minimum R370 894. 32 – Maximum R481 456.36 per annum (permanent).**

#### **Minimum Requirements:**

- Bachelor's degree or National Diploma in Accounting, or equivalent qualification.
- Proven knowledge of interpretation and compilation of Annual Financial Statements.
- Knowledge of and skill in the implementation of GRAP Standards.
- Computer literacy (MS word & Excel).
- 3 - 4 years' experience in a Municipal Finance Environment.
- A valid Driver's Licence.

#### **Recommendation**

- Municipal Finance Management Programme.
- Knowledge of Sage/Pastel Financial System.
- Knowledge of Case-ware System.

Reporting directly to the Chief Financial Officer, the successful candidate must perform the following duties:

#### **Key Performance Areas:**

- Prepare monthly and Annual Financial Statements.
- Ensure preparation and review of all reconciliations.
- Ensure compliance with all relevant (MFMA and GRAP Standards).
- Ensure compliance with Financial Regulations and Policies relevant to the Budget and Treasury Office.
- Ensure that the Ledger and Trial Balance reconcile accordingly.
- Ensure that revenue is collected as per Budget.
- Review monthly budget statements.
- Review Asset Register.
- Review all Conditional Grants and ensure accurate reporting.
- Review all Investment Registers.
- Perform such duties as may be delegated by the Chief Financial Officer.

Detailed CVs can 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 of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in application and will not be held responsible for lost applications, unless proof of submission can be supplied.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- **NO** applications will be considered without certified copies of the original documents, including qualifications.
- The Municipality applies 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 Qualifications Authority will be considered.

**CLOSING DATE: 16 July 2018 at 12h00 noon.**



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**Mr. LCT Nkosi**  
**MUNICIPAL MANAGER**  
**28/06/2018**