



# 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 OFFICE**

## **PERMANENT POSITION: MANAGER: FINANCE.**

**Salary: R396 856.92 per annum**

### **Requirements:**

- Grade 12;
- Computer Literacy;
- Bachelor's Degree / Diploma in Accounting or equivalent qualification;
- Minimum 4 year's relevant experience in local government, of which 2 years must be in a supervisory role.
- Must be in possession of GRAP Standards Certificate or proven knowledge of applying GRAP Standards;
- Must be in possession of Drivers Licence and
- Must be in possession of Municipal Finance Management Programme Certificate or currently studying towards obtaining it.

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

- Undertake day-to-day operation of the Finance Department to enable the compilation of annual and monthly financial statements and compliance with the MFMA Preparation of Financial Statements as required in terms of the MFMA, in accordance with accepted accounting practices;
- Comply with the MFMA Management Calendar;
- Manage the Budget Unit by ensuring all approved Budget Process Plan key deadlines are adhered to;
- Manage the Income Unit so that billing system is kept up-to-date and that consumer accounts are accurately formulated and dispatched on the deadline, approved by Council;
- Manage the Expenditure Unit so that all general ledger accounts are reconciled on time, the cash book and bank statements are reconciled monthly;
- Manage the system to ensure that the integrity and safety of the Financial Operating System is maintained at all times;
- Undertake reporting so that reports are submitted, pertaining to monthly expenditure, monthly creditors reports, debt collection, indigent, cash flow, funds, reserves and investments, insurance claims and losses;
- Liaise with Internal and External Auditors regarding auditing matters;

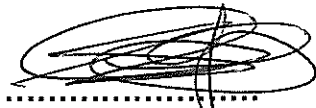
- Monitor the control of all Municipal assets;
- Ensure the effective management of available investments;
- Ensure the effective implementation of all Policies and By-laws;
- Ensure the effective implementation of the budget relating to human resources matters;
- Manage all matters related to Supply Chain Management and
- Carry out any related lawful instruction issued by competent authority.

**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 Municipality will not take responsibility for information not mentioned in application and for lost application, unless proof of submission can be supplied.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- The Department: Corporate Services will not be held responsible
- **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 THE 30 OCTOBER 2019**



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**MS. S MHLOPHE**  
**ACTING MUNICIPAL MANAGER**