



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

POSITION: BUDGET OFFICER

Basic Salary: R260 287,32

Requirements:

- Grade 12
- Computer Literacy
- National Diploma in Accounting or relevant equivalent three-year Financial qualification
- 3 to 4 years' experience in Local Government Financial environment
- Completed Municipal Finance Management Programme or Certificate Programme in Management Development for Municipal Finance

Recommendation

- Knowledge of the MFMA and Treasury Regulations.
- Experience in financial systems, problems-solving and planning skills will be advantageous
- Knowledge and understanding of municipal budget process

Reporting directly to the Finance Manager, the successful candidate will perform, among other things, the following duties:

- Preparing annual and adjustment budget
- Capture the Municipal budget on the financial system
- Create the new budget votes
- Provide the budget related information in preparation for Annual Financial Statements
- Checking of budget before issuing the requisition and orders
- Monitoring and controlling Municipal budget spending, commitments, cash flow and expenditure.
- Provide budget related information in preparation for In-year monthly reports, quarterly reports, half yearly and year reports.
- Reporting to all budget related issues.
- Requesting virement of budget when the need arises
- Assisting to ensure compliance with Municipal Standard Chart of Accounts (Mscoa)
- Perform any other duties as instructed by relevant authority

Detailed Curriculum Vitae, accompanied by covering letter and certified copies of qualifications and documents may be forwarded to the Municipal Manager: Emadlangeni Local Municipality , 34 Voor Street, Utrecht: 2980 or P.O. Box 11 Utrecht 2980. For further information, you may contact the Human Resources Office 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 the submitted application.
- **NO** late application will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- The Department: Corporate Services will not be held be responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- **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.
- Applicants may be subjected to a vetting process.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

CLOSING DATE: 28 May 2021


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MR S.S DE KLERK
ACTING MUNICIPAL MANAGER