



EMADLANGENI MUNICIPALITY

INTERNAL VACANCY

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

DEPARTMENT OF BUDGET AND TREASURY

ACCOUNTANT: ASSET AND FLEET MANAGEMENT

PERMANENT POSITION.

SALARY: R360 068.16 per annum

Task Grade 12

Requirements:

- Grade 12 plus National Diploma in Accounting, Economics, Cost & Management Accounting or Financial or equivalent or Bcom.Degree,NQF level 06
- Computer Literacy
- 3 years' relevant experience
- A valid code 08 driver's licence

Duties:

Responsibilities of the Incumbent are as follows:

- Facilitating stock counts are properly performed in the various departments and that an asset verification report is compiled and submit to the Finance Manager.
- Ensuring that all new assets acquired are insured adequately.
- Prepare necessary monthly reports of all new assets acquired, transferred, sold and or written off and retention register.
- Attending to queries relating to assets from Auditors and all departments.
- Advising staff on procedures in respect of assets and transport or completing the necessary documentation/ asset register related.
- Exercising control over the maintenance of and expenditure involved in the use of vehicles
- Ensuring proper completion and regular scrutiny of all records and returns concerning transport.
- Collection of data from revenue unit & expenditure unit for compiling monthly Vat 201 and prepare vat reconciliation.
- Monitor and update capital project on mothly basis that are still WIP
- Provide input into the review of asset related policies
- Annually licencing of municipal fleet
- Application for new fleet fuel card from the bank
- Arrangement of service with vehicle dealer when its due for a service, as part of maintenance and keeping vehicle in a good condition
- Ensure that the Fixed Asset Register complies with GRAP standards relating to preparation of financial statements

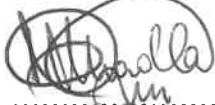
- And do any advoc duties as per supervisors instruction.
- Perform assets verification and compile assets verification methodology and prepare audit file

An application form for Employment must be completed and forwarded with Curriculum Vitae and certified copies of qualifications. This application form for Employment is obtainable from Municipal office or from website.

All applications must be addresses 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 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 of the closing date, you should consider your application as having been unsuccessful.
 - The Municipality will not take responsibility for information not mentioned in applications.
 - **NO** late applications will be accepted.
 - **NO** emailed or faxed documents will be accepted.
 - The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
 - All applicants may be required to undergo proficiency test.
 - **NO** applications will be considered without originally certified copies of the documents and qualifications.
 - 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 must have no criminal record or pending criminal / Departmental or civil cases.
 - Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
 - 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: 01 OCTOBER 2024



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MRS GN MAVUNDLA
MUNICIPAL MANAGER