

DIPALESENG LOCAL MUNICIPALITY



INTERNAL/EXTERNAL ADVERT

DEPARTMENT: Finance

POSITION: Accountant Expenditure

SALARY: R304 377.00 – R321 333.00 per annum (excl. benefit)

POST LEVEL: 03

Minimum Requirements: Grade 12/Matric. 3 year's tertiary qualification in Accounting and/or Financial Management. 2 year's relevant experience. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) or credits towards the Certificate in Municipal Finance will be added advantage. Experience in Local Government will be added advantage. Computer Literacy. Valid driver's license. The incumbent must be vetted by South African Police Services to work with the department. Code EB drivers' license. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Analyze and recommends approval to Immediate Supervisor expenditure recording processes referring to information detailed in supporting documentation and resolving deviations from procedures. Provide support with regards to the consolidation of expenditure transactional information to facilitate the generating of Financial Statements. Drafting of sectional reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations. Interact with the internal and external auditors and makes information available, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts. Analyse and verify expenditure reports and summaries, processing and approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment term. Reconcile creditor accounts and claims (insurance claims, fuel, salaries) and proceeding with the posting and balancing of ledger accounts. Calculate using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against source documents. Verify and / or adjust and reconcile information creditor's information. Authorize payment vouchers and requisitions regarding expenditure as delegated.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Director Corporate Services, hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410, on or **before 13 February 2020**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Thulani Mahlangu on 087 527 0539.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment. The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

Ms. NB. Khanye
Acting Municipal Manager

27/01/2020
Date