

DIPALESENG LOCAL MUNICIPALITY



INTERNAL/EXTERNAL ADVERT

**DEPARTMENT:** Finance

**POSITION:** Manager Finance (5 year's fixed term contract)

**SALARY:** R684 741.00 per annum (all incl.)

**Minimum Requirements:** Grade 12/Matric. 3 year's tertiary qualification in Accounting and/or Financial Management. 3 year's relevant experience in municipal or local government finance, supply chain management, budgeting, income, asset management and expenditure. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) or credits towards the Certificate in Municipal Finance 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.

**Competencies:** Compilation of the Annual Financial Statement. Knowledge of the Municipal Financial Management Act (MFMA) and the local government legislative framework, Treasury Regulation, Supply Chain Management. Programme and Project Management, Financial Management. Service Delivery Management. People Management and empowerment. Willingness to work irregular hours. Ability to motivate and lead team. Ability to meet conflicting deadlines.

**Duties:** Manage, Control and Report on general ledger and vote accounts. Monitor departmental trial balance daily. Liaise with internal and external auditors. Supervision of all daily deposits. Cost all operating expenditure requisitions, month-end-journals. Supervision of all creditors, reconciliations and payments vouchers. Supervision all meter reading input. Debtors control registers and exception reports and any other applicable duties pertaining to the Manager Finance post that may be delegated by the Immediate Supervisor. Preparation of Annual Financial Statements. Providing inputs to budgetary preparations and departmental policy development. Preparing and seeking approval of short, medium term budget expenditure. Ensuring that the Asset register is frequently updated and reconciled to the general ledger.

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, Private Bag X1005, Balfour 2410, or 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 19 June 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**