

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Finance Manager

Salary: R566 982, 00 Per Annum

(Benefits: Medical Aid, Pension Fund, Housing Allowance & Travelling Allowance)

Requirements:

- National Diploma in Accounting/Finance or Bachelor's Degree
- NQF level 06 Municipal Finance Management Programme
- Must be in a possession of GRAP standards Certificate or proven knowledge of applying GRAP standards
- Driver's license
- Computer Literacy in Ms office applications
- 4-5 years' experience in local government and 1-2 years must be a supervisory role

Skills Required:

- Good Communication skills
- Interpersonal Skill

Responsibilities:

- 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 ensuring all approved budget process plan key deadlines are adhered to
- Manage the income unit to ensure 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 to ensure that all the general ledger accounts are reconciled on time, the cash book and bank statement are reconciled monthly
- Manage the system to ensure that the integrity and safety of the financial operating system is always maintained
- Monitor the control of all municipal assets
- Ensure the effective management of all Policies and By-laws

Enquiries in respect of the above position should be directed to the Chief Financial Officer: (Ms N.N. Makhubu) 036- 448 8000/EXT 8052 during office hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the Reception, should be sent to:

The Human Resources Office Okhahlamba Local Municipality, No 259 Kingsway Road, P.O. BOX 71, BERGVILLE, 3350

The closing date for applications is 07 October 2020, if you have not heard from us within 30 days of the closing date you should regard your application as unsuccessful.

Late applications will not be considered and please note that the Municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant.

**Mr S.N. Malinga
Municipal Manager**