

EMTHANJENI MUNICIPALITY



NOTICE NO: 25/2017

EXTERNAL ADVERTISEMENT

Emthanjeni Municipality, with its Headquarters in De Aar, invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCIAL SERVICES

1. MANAGER: FINANCIAL SERVICES

HEAD OFFICE: DE AAR

Salary: R463 887 – 602 143 (Task Level 16)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Competencies

Operational leadership and Financial Management, Computer literate, Governance, ethics and values in Financial Management, Policy implementation, Risk and Change Management, Project Management, Legislation, Supply Chain Management and Auditing.

Key requirements:

- B.Com Degree or NQF Level 7 or equivalent qualification
- 5 Years Municipal Finance experience
- Advance computer literacy in Excell
- Mathematics Skills
- Membership of a recognized accounting body, for example IMFO
- Extensive knowledge in Accounting and Auditing. Financial Accounting III and Auditing III is a must to be considered for this very senior post
- Knowledge of local government legislation
- Knowledge of the SEBATA Financial System will be an advantage

Responsibilities:

The incumbent of the post will be responsible to:

- Report directly to the Chief Financial Officer;
- Plan and Manage activities of the division to ensure the delivery of financial statements and financial reporting services;
- Develop divisional vision and strategy and ensures implementation thereof to ensure achievement of divisional vision;
- Manage performance of employees in the division to ensure productive service delivery;
- Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices;
- Compile Financial Statistics to report on various financial aspects;
- Compile Annual Financial Statements;
- Manage and oversee the compilation and control of the Annual Operation and Capital Budgets;
- Manage and oversee long and short term investments processes;
- Manage and oversee loan processes;
- Responsible for the execution of financial internal control and the execution of audit reports of the Revenue and Expenditure Division.
- Ensure that asset register is maintained and reconciled monthly.
- Oversee the provision of ICT Support to the Municipality.
- Manage and oversee the supply chain function in the Municipality.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Chief Financial Officer: Mr MF Manuel on 053 632 9100.

Closing date: 4 August 2017 at 16h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000**

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.