

# EMTHANJENI MUNICIPALITY



**NOTICE NO: 79/2024**

## **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**

**Salary: R 671 657.00 – R 871 836.00 p.a (Task Level 16)**

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### **Key requirements**

- B.Com Degree or NQF Level 7 or equivalent qualification
- At least 5 years finance or local government experience
- Advance computer literacy in Excel
- Mathematics Skills
- 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 legislative requirements.
- Membership of a recognized accounting body will be an added advantage.
- Knowledge of the Sage will be an advantage.

#### **Skills Required:**

- Advanced computer literacy in Excel
- Bilingualism
- Attention to detail
- Communication skills

- Accounting and auditing skills

### **Responsibilities**

- 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 completed application forms, which can be found on the website of Emthanjeni Local Municipality at [www.emthanjeni.co.za](http://www.emthanjeni.co.za), or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Acting Chief Financial Officer, Ms SN Jordan at 053 632 9100.**

**Closing date: Thursday, 12 December 2024 at 12h00**

**DH MOLAOLE  
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.**