

# MANTSOPA LOCAL MUNICIPALITY



**MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, ENCOURAGE SUITABLY QUALIFIED AND EXPERIENCED INDIVIDUALS IN THE UNDERMENTIONED POSITIONS TO APPLY. AUTOMATICALLY GIVE CONSENT TO THE MUNICIPALITY TO CONDUCT REFERENCE CHECKS AND VERIFICATION OF QUALIFICATIONS**

## **DEPARTMENT OF FINANCE**

### **BUDGET ACCOUNTANT**

**Salary: R286 617.12 post level 3**

#### **Benefits of the position:**

Pension / Provident fund, Medical Aid, 13<sup>th</sup> Cheque, leave and Car allowance

#### **Requirements:**

- A National Diploma in Accounting plus a minimum of 4 years' experience
- Knowledge of municipal accounting and computerized financial system
- Planning and organising skills
- Computer literacy
- Verbal and written communication skills
- CPMD or MFMP Competency Certificate but if the incumbent is not in possession of such. It is expected as a condition to register for the program and obtain a qualification within 18 months after the appointment

#### **Key Performance Areas:**

- Plan and maintain the integration of the capital and cash flow budget and compile budgets reports
- Preparation of the half year and annual programme budgets and input to the accounting system
- Monitor expenditure against budget and liaise with Department
- Effect the budget transfers as and when necessary
- Assist the Budget Manager by ensuring that all budgeting is correctly managed by ensuring spending is within budget allocation
- Understand system and be able to identifying front end for reporting
- Compile monthly update and status report for submission
- Ensure pro-active problem solving and decision making
- Ensure validity of statistics
- Liaise with Divisional Heads to interpret variances and report thereon
- Prepare and manage amortization schedules for finance leases and operating leases as per accounting standards requirements
- Co-ordinate and review monthly reconciliations of finance leases and operating leases
- Ensure that the disclosure requirements for both finance leases and operating leases as per accounting standards have been complied with

- Preparation of clearing accounts reconciliations for review and sign-off by the manager
- Ensure that bank reconciliations and clearing accounts reconciliations are prepared and reviewed on time for reporting.

Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:

**Human Resources Management  
Mantsopa Local Municipality  
P O Box 64,  
Ladybrand  
9745**

**Or  
Hand delivery: 38 Joubert Street, Ladybrand, 9745**

Fax and / or E-mail applications will not be considered.

Enquiries can be directed to the HR Manager on telephone: **051 924 0654 / 5**

Fraudulent qualifications, documentation or driver's license from applications will immediately be disqualified. A candidate / applicant who canvasses any Councillor for preferences will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

**CLOSING DATE: 22 September 2017**

**TP MASEJANE  
MUNICIPAL MANAGER**