

MANTSOPA LOCAL MUNICIPALITY



EXTERNAL LOCAL MEDIA/NOTICE BOARD VACANCIES

MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLE QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY AND THOSE PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

DEPARTMENT OF FINANCE

SENIOR BUDGET CLERK – REPORTING COMPLIANCE & FINANCIAL STATEMENTS

Salary: R189 849,00 pa (Post level 5/4)

Benefits of the position

Pension / Provident Fund
Group Fund
Medical Aid
13th Cheque
Annual Leave

Requirements:

- National Diploma in Financial Management or NQF6 equivalent
- 2 years' experience in Budget functions
- Extensive experience in Municipal Payroll System (SEBATA)
- Computer literacy- MS Word, MS Excel, PowerPoint, Outlook etc
- Must have knowledge of municipal systems, regulations and practices
- Very good human relations and independent
- Proficiency in two (2) of the three (3) official languages of the Free State

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Key Performance Area

- Plans, organizes and coordinates fiscal planning, development, implementation and monitoring of municipal annual budget and capital improvement program.
- Performs statistical analysis needed to support employer's decision making
- Monitor actual financial performances and compares to budgetary projections
- Analyses and interpret variances
- Prepares a variety of reports and recommendations

PAYROLL CLERK

Salary: R168 342,00 per annum (Post level 6/4)

Benefits of the position

Pension / Provident Fund

Group Fund

Medical Aid

13th Cheque

Annual Leave

Requirements:

- National Diploma in Financial Management or NQF 6 equivalent
- 1year experience in expenditure and payroll functions
- Extensive experience in Municipal Payroll System (SEBATA)
- Computer literacy- MS Word, MS Excel, PowerPoint, Outlook etc
- Must have knowledge of municipal systems, regulations and practices
- Very good human relations and independent
- Good health and sober habits
- Proficiency in two (2) of the three (3) official languages of the Free State

Key Performance Area

- Administer the Payroll system to ensure the validity, completeness and accuracy of salaries
- Monitor the integrity of the salary votes system to ensure that the financial information is correct.
- Create formulas on the payroll system to calculate employees' deductions and employer contribution
- Reconcile income tax paid to SARS and IRP5 issued at the end of the tax year.

CREDITORS CLERK

Salary: R145 301.00 per annum (Post level 7/4)

Benefits of the position

Pension / Provident Fund

T.P.

Group Fund
Medical Aid
13th Cheque
Annual Leave

Requirements:

- Grade 12 with Accounting and Mathematics (NQF 6 Financial qualification will be an added advantage)
- 1 year experience in expenditure functions
- Extensive experience in Municipal Payroll System (SEBATA)
- Computer literacy- MS Word, MS Excel, PowerPoint, Outlook etc
- Basic knowledge of municipal systems, regulations and practices
- Very good human relations and independent
- Proficiency in two (2) of the three (3) official languages of the Free State

Key Performance Area

- Administer documents for creditors accounts
- Posting of invoices to ensure timeous payment of creditors
- Reconciliation of supplier accounts
- Processing of invoices and creating cheques

Candidates must be willing to be subjected to an interview, practical and / or written assessment. They must also be aware that previous employers and references may be contacted and qualifications, credit and criminal records be verified.

Applications to be forwarded as follows: Written application with CVs and covering letter (including three contactable references) and certified copies of the educational qualifications should be addressed to or hand delivered to

**Municipal Manager
Mantsopa Local Municipality
P.O. Box 64
LADYBRAND
9745**

Please note that no faxes or e-mails will be accepted.

Enquires can be directed to the Director Corporate Services, Adv. NM Litabe on telephone: (051) 924 0654 / 5

**FRAUDULENT QUALIFICATION, DOCUMENTATION FROM APPLICANTS
WILL IMMEDIATELY BE DISQUALIFIED. A CANDIDATE / APPLICANT**

T.P.

WHO CANVASSES ANY COUNCILOR FOR PREFERENCE WILL ALSO BE DISQUALIFIED FROM SELECTION PROCESS OR FROM APPOINTMENT.

Closing date:

18 April 2019

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**TP MASEJANE
MUNICIPAL MANAGER**