



## THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: [www.thabazimbi.gov.za](http://www.thabazimbi.gov.za)

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

### **REPORTING SPECIALIST** **(BUDGET AND TREASURY DEPARTMENT)**

**SALARY PACKAGE: Post Level 2 (415,738.92) per annum.** Additional benefits attached to the position are as follows: (i) Travelling allowance of 750km, that is calculated according to the vehicle that you use for business purposes; (ii) R439.00 per month towards Cellphone use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

**MINIMUM REQUIREMENTS:** An appropriate Degree/B.Tech in Accounting/ Financial Management or equivalent. Certificate in Municipal Finance Management Programme will be an added advantage. Computer literacy and Valid Driver's license.

**EXPERIENCE:** Four (4) years relevant working experience in financial reporting.

**KEY PERFORMANCE AREAS:** prepare and distribute valid, accurate and complete in-yea reports on budget progress to enable analysis of financial performance, address shortcomings and improve internal controls. Prepare, distribute and submit MFMA compliant reports, such as monthly budget statements, quarterly budget statements, municipal financial position, mid-year budget and performance assessments. Review bank reconciliation, retention register, grant reconciliation and investment register to ensure accuracy. Monitor that the budget reports is submitted to Provincial Treasury in the prescribed format as per the Municipal Budget and Reporting Regulations.

**SKILLS:** Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

**CLOSING DATE: 27 NOVEMBER 2020**

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

**Acting Municipal Manager**  
**Private Bag X530**  
**THABAZIMBI**  
**0380**

**NOTICE NUMBER: 32/2020**

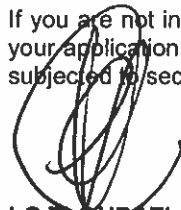
Application forms are available on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsers Centre, Rietbok Street, Thabazimbi or telephone number 014 777 1902.

**APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

**NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.**

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into. Candidates will be subjected to security vetting.



**LG TLSUBATLA  
ACTING MUNICIPAL MANAGER  
THABAZIMBI LOCAL MUNICIPALITY**