



## 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.

### **JUNIOR ACCOUNTANT** **(COMMUNITY SERVICES)**

**SALARY PACKAGE:** Post Level 6 (R269028.51) per annum; Additional benefits attached to the position are as follows: (i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

**MINIMUM REQUIREMENTS:** National Diploma in Accounting/Finance or equivalent. Additional certification (CPA or CMA) will be an added advantage. Excellent knowledge of accounting regulations, including Generally Accepted Accounting Principles (GAAP). Experience with general ledger functions

**EXPERIENCE:** Minimum of 1-2 years relevant working experience.

**KEY PERFORMANCE AREAS:** Ensuring the accuracy of financial documents and compliance with relevant laws and regulations in the licensing and contravention section. Preparing and maintaining important financial reports. Posting and processing journal entries and ensure all transactions are recorded. Assist in the processing of balance sheets, income statements and other financial statements in accordance with relevant policies and laws. Prepare weekly and monthly reports. Conduct financial audits, reconciling bank statements and ensuring financial records are accurate. Tracking payments to internal and external stakeholders. Handle monthly, quarterly and annually closings. Ensure timely bank payments

**Notice number:**

**CLOSING DATE: 11 MARCH 2022**

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 and driver's license** or an application form duly completed to:

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

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. 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. The municipality reserves the right not to fill vacancies. No further correspondence will be entered into. Candidates will be subjected to security vetting.



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