



## THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

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

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. All applicants who applied for this position before must also re-apply.**

### **DIVISIONAL HEAD BUDGET CONTROL & REPORTING** (FINANCE DEPARTMENT)

**SALARY PACKAGE: Post Level 1 (R379 968.73) per annum. Additional benefits attached to the position are as follows:** (i) Travelling allowance that is calculated according to the vehicle that you use for business purposes; (ii) Additional 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.

**QUALIFICATIONS:** Grade 12; Bachelor's Degree in Accounting, Financial Management and /or Auditing; Completed articles will be an added advantage; MFMP is Compulsory; Valid Driver's License

**EXPERIENCE:** 5 years' credible experience in the relevant field.

**SKILLS:** Extensive knowledge of financial system & financial reporting; Good interpersonal & communication skills; Ability to work under pressure; Knowledge of the International Financial Reporting Standards (IFRS); Generally Recognized Accounting Practice (GRAP); Treasury Budget Regulations; Knowledge of the legal framework in the public sector including the MFMA, MSA, DORA, MPRA, etc.; Good computer knowledge and skills; Knowledge of PROMIS will be an added advantage; Good communication & report writing skills; Good problem solving skills and must be prepared to work under pressure.

**KEY PERFORMANCE AREAS:** Ensure compliance with all relevant legislation i.e MFMA, MSIG, MPRA etc; Planning routine tasks within the department: Maintain financial systems & internal control measures; Administer the internal & external loans; Administer the investment register; Compile monthly statistics & quarterly returns to provincial & national Treasury; Compile annual financial statements; Finalize compilation of annual budget; Ensure finalization of audit queries; Check monthly bank reconciliations; Compile financial reports to Council; Apply budget controls.

**CLOSING DATE: 08 DECEMBER 2017**

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:

**NOTICE NUMBER: 47/2017**

**Municipal Manager  
Private Bag X530  
THABAZIMBI  
0380**

Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsers Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105**.

**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.

If you are not invited for an interview within 15(fifteen) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

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