



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.**

DIVISIONAL HEAD BUDGETING & REPORTING

(FINANCE DEPARTMENT)

SALARY:

Post Level 1 (R379 968.73) per annum

QUALIFICATIONS:

Matric
Bachelor's Degree in Accounting and /or auditing
Completed articles will be an added advantage
MFMP-Compulsory
Valid Drivers 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 & 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 reconciliation
- Compile financial reports to Council
- Apply budget control

BENEFITS: Pension Fund, Medical Aid, Housing subsidy, Traveling Allowance, Cell phone allowance

CLOSING DATE: 11 AUGUST 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: 36/2017

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler 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.