



THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 772 2295/ Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post.

MANAGER: EXPENDITURE **(BUDGET AND TREASURY DEPARTMENT)**

Term of appointment: Permanent

SALARY PACKAGE: Post Level 1 (R526461, 49) per annum. Additional benefits attached to the position are as follows: (i) Fixed Travelling Allowance of R17 548,71 per month, subject to the employee presenting a vehicle to be used for business purposes ; (ii) R1000 per month towards Cellphone and data 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 B.Degree/ National Diploma in Accounting/Financial Management or equivalent. Certificate in Municipal Financial Management Programme. Five (5) years relevant experience of which three (3) years is in a supervisory level. Computer literacy and Valid Driver's license.

COMPETENCIES: Organisational Awareness. Planning and monitoring. Financial Management. Communication and Client Orientation.

KEY PERFORMANCE AREAS: Manage review of payment vouchers to ensure correctness and complete and approve vouchers. Monitor review of correctness and capturing of payroll data prior uploading on the system. Review the audit trail in capturing the payment voucher and approve payment. Check and review journals prior to processing. Review monthly creditors reconciliations to ensure that all outstanding amounts are paid. Monitor the timeous payment of creditors within the stipulated time frame. Develop and manage an annual budget for the division, and prepare and submit budget adjustments. Identify and project the budget requirements of the various projects. Monitor the utilization of the budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes. Produce report on budget spending in relation to expenditure, deviations from the operational implementation of the division's budget, and submissions for payment of service providers

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: 16 FEBRUARY 2024

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:

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

NOTICE NUMBER: 02/2024

Application forms are available on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number 014 772 2295.

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 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into. The candidates will undergo screening and vetting. Successful candidate will sign an employment contract, performance agreement and disclosure of benefits and interest.


**LG TLHABATLA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**