



**MANDENI LOCAL MUNICIPALITY
INTERNAL/EXTERNAL VACANCY**

Applicants living with disability are encouraged to apply.

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

DEPARTMENT : FINANCE (BUDGET AND TREASURY OFFICE)
POSITION : CHIEF FINANCIAL ACCOUNTANT: PAYROLL AND EXPENDITURE (X1 POST)
TASK GRADE : T13 (subject to 2020 job evaluation outcome)
SALARY NOTCH : R 333 436,92 per annum
SALARY SCALE : (R333 436,92-R432 812,28)
CLOSING DATE : 17 JULY 2020 @12H00
REF NO : PN 36/2020

MINIMUM REQUIREMENTS:

- B Com Accounting degree /B Tech in Financial Accounting or Equivalent
- 3 years relevant experience in Payroll and Expenditure of which 2 years must be at supervisory level in Local Government
- Be computer literate
- Valid Driver's license

SKILLS & COMPETENCIES:

- Deadline driven and able to deliver high quality work under pressure
- Strong verbal and written communication skills
- Ability to work in a team environment.
- Ability to work under pressure
- Good management, interpersonal and communication skills

DUTIES:

- Attends to the application of specific processes associated with updating the Payroll System parameters
- Capturing approved budgetary provisions in respect of payroll expenses
- Ensure timeous generation of IRP5 documents
- Responsible for performing final payroll runs
- To ensure the verification and processing of payroll Information



- Analyse accounting records/entries of transactional sequences (salary, allowances, etc.) and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor accounts
- Ensures the applications and sequences associated with recording, authorization and execution of investment transactions
- Investigate and comment on reports submitted to council, which have a financial implication
- Monitor and maintain the Investment register and certificates
- Prepare cash flow forecast monthly and quarterly and manage cash flow of the municipality funds ensuring adequate cash flow for bank transactions
- Assist in the management of applications and sequences associated with recording, authorization and execution of expenditure transactions
- Co-ordinates and controls sequences associated with the verification and provision of information related expenditure transactions
- Interaction with the internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings adjustments and allocation of expenditure.
- Responsible for the review of section 71 reports
- Responsible for compiling and submission of reports on all bank accounts to National Treasury, Provincial Treasury and the Auditor-General
- Responsible for compiling and submission of section 11 report to Council, Provincial and National Treasury.
- Review and amendments to Expenditure Policies

BENEFITS:

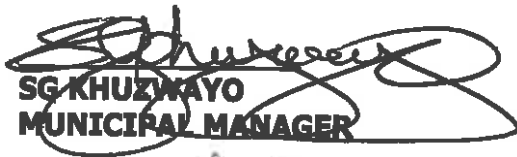
All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number to: Human Resources, via email: recruitment @mandeni.gov.za.** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.



NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 29/06/2020