



MANDENI LOCAL MUNICIPALITY INTERNAL AND EXTERNAL CAREER OPPORTUNITY

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 : BUDGET AND TREASURY OFFICE
**POSITION : SENIOR FINANCIAL ACCOUNTANT:
RECONCILIATIONS**

TASK GRADE : T12
SALARY NOTCH : R 314 650 PER ANNUM
SALARY SCALE : R 314 650 pa – R 408 433 pa

(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)

CLOSING DATE : MONDAY, 28 SEPTEMBER 2020 @ 12H00
REF NO : PN: 61/2020

MINIMUM REQUIREMENTS:

- National Diploma in Accounting / National Diploma in Financial Accounting or Equivalent
- 2 years' relevant experience in Reconciliations
- 1-year relevant Local Government experience will serve as an added advantage

SKILLS & KNOWLEDGE

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

DUTIES:

- Applies accounting procedures to review, reconcile and prepare submission on Value Added Tax transactions to the receiver
- Controls personnel, performance, productivity and discipline
- Disseminates financial information in accordance with specific reporting requirements
- Prepare and produces management and financial accounts and reports

Executive Committee



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, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** 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 and reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 11/09/2020