



## **MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY**

The Mandeni Municipality, 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 : MANAGER BUDGET AND REPORTING**  
**(PERMANENT APPOINTMENT)**

**TASK GRADE : T 17**

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

**SALARY NOTCH : R 716 254 per annum**

**SALARY SCALE : (R 716 254 pa – R 929 767 pa)**

**CLOSING DATE : FRIDAY, 28 JUNE 2024 @ 12:00 PM**

**REF NO : PN 60/2024**

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in Accounting (NQF Level 7) or equivalent National Diploma in accounting or finance
- 5 years' experience or more in Financial Management, and at least 3 years in middle management.
- Certificate in Municipal Finance Management Programme (MFMP), CPMD
- Valid code 8 Drivers' Licence.

### **KNOWLEDGE SKILLS AND COMPETENCIES**

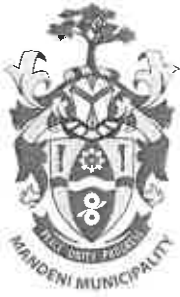
- Thorough knowledge of policy and strategy formulation.
- People's management skills; and
- Knowledge and understating of MFMA, mSCOA, GRAP and any relevant statutory requirements.



- Thorough understanding of Accounting, Financial & Compliance matters.
- Computer literacy (MS Word, MS Excel, Ms Outlook).
- Ability to use SAGE Pastel Evolution and CaseWare (Financial Software).
- Analytical, communication and leadership skills

### **KEY PERFORMANCE AREAS**

- Manage and co-ordinate the budgeting process and compliance matters for the Municipality.
- Set targets and monitor processes and deadlines for budgeting process as prescribed in relevant acts.
- Analysing departmental capital and operating budgets, commenting on specific provisions based on trends and/or critical deliverables encapsulated in the IDP.
- Ensure budget policies and procedures are aligned with MFMA and other relevant legislation.
- Preparing the MTERF Capital and Operating Budget according to MFMA, MFMA regulations, guidelines and circulars.
- Preparing the adjustment budget in view of material under/over collection, availability of additional revenue, unforeseeable and unavoidable expenditure, etc in terms of the MFMA and related Budget & Reporting regulations/guidelines.
- Submission of monthly, quarterly and annual report to the Chief Financial Officer on Budget and Compliance/Reporting matters.
- Preparation of monthly, quarterly and Annual Financial Statements in accordance with GRAP standards and other statutory requirements.



- Maintaining the Grant register and reconciliation to the general ledger
- Compile and monitor the maintenance of GRAP Compliant Asset Register.

### **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 Manager: Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) and attach full CV, photocopies of certificates, quoting the relevant reference number. Certified copies of certificates will only be submitted by the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful.

**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: 11/06/2024**