



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy:

Deputy Chief Financial Officer

Basic salary: R362 121.96 per annum (excluding benefits)

Minimum requirements: • A BCom degree in Accounting or equivalent • 4 years' relevant experience, of which 2 years must have been in a supervisory role.

Key performance areas: • Undertake day-to-day operation of the Finance Department to enable the compilation of annual and monthly financial statements and compliance with the MFMA Preparation of financial statements- as required in terms of the MFMA in accordance to accepted accounting practices • Comply with the MFMA management calendar • Manage the income section so that the billing system is kept up-to-date and that consumer accounts are accurately formulated and dispatched on the deadline approved by Council • Manage the expenditure section so that all general ledger accounts are reconciled on time and the cash book and bank statements are reconciled monthly • Manage the system to ensure that the integrity and safety of the financial operating system is maintained at all times • Undertake reporting so that reports are submitted pertaining to monthly expenditure, monthly creditors' reports, debt collection, indigent, cash flow, funds, reserves and investments, insurance claims and losses • Prepare audits to facilitate the Annual Audit by the Auditor-General • Manage assets, ie ensure effective management and control of all municipal assets • Ensure the effective management of available investments • Ensure the effective management of all policies and by-laws • Ensure the effective human resource management of the Income and Expenditure Section by monitoring the implementation of the disciplinary and grievance code.

Carry out any unspecified financial duties as designated by the CFO.

To apply for the above post, use the signed application letter/form, which must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an Identity Document and driver's licence.

Note: Shortlisted candidates will be subjected to security and reference check. The successful candidate will be required to sign an employment contract and disclose financial interest.

Failure to comply with the above request will disqualify your application. E-mailed and faxed applications will not be considered.

Enquiries: HR: (013) 265-8619/16

Switchboard: (013) 265-8600

Applications should be directed to the Acting Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand-delivered to Stand No 1, Groblersdal Road, Jane Furse, 1085 at the Municipal Reception.

Women and people with disability are encouraged to apply.

The successful candidate will be stationed at Jane Furse Makhuduthamaga Municipality Main Office.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing date: 26 April 2018

Applications received after the closing date will not be considered, thus if you do not hear from the Municipality within 30 days, you should regard your application as unsuccessful.

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribes to the principles of employment equity.