BUDGET AND TREASURY

2024-2025 DRAFT ORGANOGRAM -BUDGET AND TREASURY DEPARTMENT

Total number of posts: 44

Filled: 43 Vacant: 01

Note: All accountants and Senior Officers positions has been renamed Assistant Managers to create uniformity. Has no budget implications

DEPARTMENT: BUDGET AND TREASURY OFFICE

PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES

FUNCTIONS:

- Provide a budget planning and management service
- Provide an expenditure management service
- Provide a revenue management service
 Provide a supply chain management service
- 5. Provide an asset management service
- 6. Develop and manage implementation of
- financial policies and procedures
- Install and manage implementation of internal controls

X1 CHIEF FINANCIAL OFFICER (FILLED)
X1 DEPUTY CHIEF FINANCIAL OFFICER
(FILLED)

X1 ADMIN ASSISTANT(FILLED)

DIVISION: BUDGET PLANNING AND REPORTING

PURPOSE: TO PROVIDE A BUDGET PLANNING AND REPORTING SERVICE FUNCTIONS:

- Prepare credible budgets for Municipality
 Provide budget information for compiling
 the SDBIP
- Acquire, instal and manage financial systems to ensure data integrity (in collaboration with ICT)
- Manage budget information and provide in-year monitoring (IYM) and reporting
- 5. Compile Annual Financial Statements
 X1 MANAGER BUDGET PLANNING AND
- REPORTING (filled)
 X2 Assistant Manager: Budget &
- Reporting (filled)
 X1 Assistant Manager :MFMA & GRAP
- X1 Bookkeeper (Filled)

DIVISION: EXPENDITURE MANAGEMENT PURPOSE: TO MANAGE EXPENDITURE

- AND PAYMENTS FUNCTIONS:
- Manage creditors (Accoounts payable)
- 2. Manage and implement all payments
- Monitor all expenditure and provide monthly reports
- Manage payroll and personnel expenditure (verification of staff-expenditure entries with HR on a monthly basis)
- X1 MANAGER EXPENDITURE (filled)
 X1 Assistant Manager: Expenditure
- (filled)
- X1 Bookkeeper (Filled) X1 Payroll Officer(filled)

DIVISION: REVENUE MANAGEMENT PURPOSE: TO MANAGE REVENUE

COLLECTION AND SAFEGUARDING FUNCTIONS:

- Manage debtors (Accoounts receivable)
 Operate and manage billing and revenue
- collection systems and banking
 3. Manage the collection of
 - intergovernmental amounts / debts due plan 4. Set and manage all municipal tariffs / rates 3. Manage all open and closed bid
 - 5. Provide legislative and best practice framework for all municipal cashier services
 - X1 MANAGER: REVENUE (Filled) X2 Assistant Manager: Revenue, Receivables and Vat (filled)
 - X1 Bookkeeper debt Collection(Filled)
 X1 Bookkeeper (filled)
 - X2 Supervisor Cashiers (filled)
 X7 Cashiers (x7 Filled) (x1 Vacant)

DIVISION: SUPPLY CHAIN MANAGEMENT PURPOSE: TO RENDER SUPPLY CHAIN MANAGEMENT SERVICES

- FUNCTIONS:
- Conduct commodity and industry analysis for demand planning
- Collate all projects' procurement schedules and compile annual municipal procurement plan
- 3. Manage all open and closed bid acquisitions as per annual procurement plan
- Manage all service level agreements for all purchases / acquisitions (contract management)
- Monitor and report on supply chain performance (in collaboration with risk management & internal audit services)
- X1 MANAGER: SUPPLY CHAIN(filled)
 X1 Assistant Manager: Supply Chain
- X1 Demand Officer (Filled)
 X3 Acquisition Officers (X3 filled)
- X1 Contract and Logistics Officer (filled)
 X5 Drivers(Filled)

DIVISION: ASSET MANAGEMENT

PURPOSE: TO RENDER AN ASSET MANAGEMENT SERVICE

- FUNCTIONS:
- Provide a life cycle asset management to all fixed assets (guidelines only for fleet)
- Compile and maintain a GRAP-compliant municipal asset register (including fleet)
- Manage asset depreciation and disposals (guidelines only for fleet)
- Manage logistics / inventory and stocktaking

X1 MANAGER ASSETS (filled)

- X1 Assistant Manager: Movable Assets (Filled)
- X1 Assistant Manager: Immovable Assets (Filled)
- X1 Assets Officer (filled)
 X1 Inventory Officer (filled)