BUDGET AND TREASURY

2024-2025 ORGANOGRAM -BUDGET AND TREASURY DEPARTMENT

Total number of posts: 44

Filled: 42 Vacant:02

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
- Provide an asset management service
- Develop and manage implementation of financial policies and procedures
 Install and manage implementation of internal controls

X1 CHIEF FINANCIAL OFFICER (Vacant) 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
 (Filled)
- X1 Accountant Budget (Filled)

DIVISION: EXPENDITURE MANAGEMENT PURPOSE: TO MANAGE EXPENDITURE AND PAYMENTS

- FUNCTIONS:
 1. Manage creditors (Accoounts payable)
- Manage creditors (Accoounts payable)
 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 Accountant Expenditure (Filled) X1 Payroll Officer(filled)
- X1 Payroll Officer (Vacant)

DIVISION: REVENUE MANAGEMENT PURPOSE: TO MANAGE REVENUE COLLECTION AND SAFEGUARDING

- FUNCTIONS:

 1. Manage debtors (Accoounts receivable)
- Operate and manage billing and revenue collection systems and banking
- Manage the collection of intergovernmental amounts / debts due
- 4. Set and manage all municipal tariffs / rates
- Provide legislative and best practice framework for all municipal cashier services
- X1 MANAGER: REVENUE (Filled) X2 Assistant Manager: Revenue, Receivables and Vat (filled)
- X1 Accountant Debt Collection(Filled)
 X1 Accountant Revenue (filled)
- X2 Supervisor Cashiers (filled)

X7 Cashiers (x7 Filled) (x1 Vacant)

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

- FUNCTIONS:

 1.Conduct commodity and industry analysis
- 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 3. Manage all service level agreements for all purchases / acquisitions (contract
- management)
 4. 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
- (filled) X1 Demand Officer (Filled)
- X3 Acquisition Officers (X3 filled) X1 Accountant Contract and Logistics
- (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 (quidelines only for fleet)
- 2. Compile and maintain a GRAP-compliant
- municipal asset register (including fleet)
 3. Manage asset depreciation and disposals
 (quidelines 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 Accountant Assets (filled) X1 Inventory Officer (filled)