



Department : **Budget and Treasury Office**
Position : **Accountant (Financial Statements) X 02**
Basic Salary : **R 228 372.24– R 296 437.08 p.a (Task Grade 12)**

Requirements:

- B.Com or equivalent obtained from a recognized institution of higher learning and completed articles from any of the recognized accounting firms.
- (2) to (3) year's relevant experience in preparation, reviewal and auditing of monthly, Quarterly and annual Financial Statements.
- Sound Knowledge of the MFMA, knowledge of GRAP and other legislation that governs Local Government.
- Understanding of Municipal Environment will be added advantage.
- Knowledge of Pastel Financial System and Sage VIP for payroll will be an advantage.
- Valid driver's license will be an added advantage.
- Good interpersonal and communication skills.
- Problem solving and conflict- resolution skill
- Highly competent and must be able to meet deadlines.

Duties

- Responsible for preparation of monthly, quarterly and annual financial statements and accounting file as per MFMA section 50 and ensure that they are complete, reliable and accurate.
- Responsible for the constant maintenance of the financial general ledger.
- Meet reporting deadlines at all times.
- Responsible for preparing Section 52d of the MFMA reports and ensure that it's accurate, complete and reliable.
- Assist in preparation of MFMA sec 71 and 72 reports.
- Responsible for all other duties that may be assigned by his/her supervisor in line with his/her duties
- Responsible for expenditure's monthly and quarterly related matters.
- Responsible for Payroll of the Municipality.
- Responsible for VAT recons and Municipal VAT related matters.

Interested persons should address their applications together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references to the **Municipal Manager, P.O. Box 539, Peddie, 5640**. Enquiries can be directed to the **Human Resources Manager, Mr. Mkhusele Mxekezo at 040 6733095**.

NB:

- No faxed or e-mailed applications will be accepted

- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however, the Municipality appreciates your interest and wishes you the best in your career
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof
- Applicants with disabilities are encouraged to disclose their disability status on their applications
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan

Closing date: 27 October 2015

**Mr. TT. Mnyimba
Municipal Manager**