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PO Box 539  
Peddie  
5640

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## VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King William's Town invites suitably qualified and experienced candidates to apply for the following position(s):-

**Department** : **Budget and Treasury Office**  
**Position** : **Chief Accountant**  
**Basic Salary** : **R 333 755.00 – R 433 224.00 p.a (Task Grade 15)**

### Requirements:

- B.Com or equivalent qualification obtained from a recognized institution of higher learning
- 2-3 years' experience in local government finance at a management/advisor/specialist level will serve as an added advantage
- Sound knowledge of MFMA, GRAP and other legislations that governs local government
- Understanding of Municipal Environment will be an added advantage
- Good interpersonal and communication skills
- Highly competent and be able to meet deadlines
- Valid driver's license
- Ability to work independently without any close supervision
- Ability to work as a team player
- Creative and innovative

### Duties:-

- Responsible for the development of municipal strategic documents and its implementation (IDP, Budget, SDBIP, Municipal related policies and PMS) to ensure that they are in compliance with all legislations and that governs local government
- Responsible for preparation of monthly, quarterly and annual financial statements
- Responsible for the establishment and implementation of MSCOA in line with treasury guidelines and circulars
- Responsible for Enterprise Risk Management (strategic and operation risk register)
- Supervise the Budget & Treasury staff by ensuring that daily, weekly and monthly capturing, reporting, reconciliations and update are done
- Prepares budget in order to ensure proper municipal expenditure and intended activities and programmes are financed
- Be able to ensure that the Municipality has accurate and up to date financial records in order to give correct Annual Financial Statements
- Performs human resources management and financial management
- Give support to the CFO by ensuring that the service delivery is rendered to communities and proper control on municipal finances is adhered to
- Be able to prepare and submit corporate tax returns
- Responsibilities relating to transferring of assets and liabilities
- Ensure that all reports, returns (MFMA section 52d, 71, section 72), notices and other information are submitted to relevant legislature, the executing authority and the relevant Treasury or Auditor General as may be required by MFMA
- Attend to general responsibilities

**Department** : **Budget and Treasury Office**  
**Position** : **Accountant (Financial Statements)**  
**Basic Salary** : **R 228 368.00 – R 296 432.00 p.a (Task Grade 12)**

**Requirements:**

- B.Com or equivalent qualification 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 an 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.
- Highly competent and must be able to meet deadlines.
- Ability to work independently without any close supervision
- Ability to work as a team player
- Creative and innovative

**Duties**

- Responsible for preparation of monthly, quarterly and annual financial statements and accounting file as per MFMA section 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 and all other MFMA returns.
- Responsible for all other duties that may be assigned by his/her supervisor in line with his/her duties
- Responsible for all budget including budget preparation and monitoring
- Responsible for Payroll of the Municipality.
- Responsible for VAT recons and Municipal VAT related matters.
- Ensure that all reports, returns (MFMA section 52d, 71, section 72), notices and other information are prepared and submitted to relevant legislature, the executing authority and the relevant Treasury or Auditor General as may be required by MFMA
- Responsible for Enterprise Risk Management (Strategic and operation risk register)
- Responsible for the establishment and implementation of MSCOA in line with Treasury guidelines and circulars

Interested persons should submit application letter 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: 04 May 2016**

**Mr. TT. Mnyimba  
Municipal Manager**