



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

MANAGER: BUDGET AND REPORTING

Remuneration:

Salary Scale: **R465 076.00 - 476 748.00 per annum.**

Requirements:

- Degree in B.Com Accounting or equivalent qualification with accounting or Financial Management as major subjects;
- Completed Minimum Competency Levels Municipal Regulations as per Gazette 29967;
- At least 5 years' experience in the budgeting & reporting environment , of which 3 years must be at supervisory level;
- Knowledge of finance related municipal legislation;
- Knowledge of SARS related matters,
- Ability to work under pressure and meeting deadlines is essential;
- Computer literate
- Report writing skills
- Valid driver's license

Key Performance Areas:

- Evaluate and report to the chief financial /accounting officer and other senior managers on the alignment and achievement of municipal strategies and goals in respect of activities, service delivery and performance within the area of responsibility.
- Contribute and co-ordinate the preparation of multi-year revenue and expenditure forecasts
- Monitor and advise chief financial officer/Accounting officer of the changes that may affect the working capital, including legislation, inflation and resource allocations.
- Support the chief financial officer /Accounting officer in monitoring and reporting on working capital, including how that affects investment options, revenue and debt collection.
- Support the Chief financial officer to ensure that the budget process aligns the budget and related budget policies to the integrated development plan(IDP)and service delivery and budget implementation plan(SDBIP)
- Ensure compliance to the legislative framework governing municipal budget and formats
- Support the implementations of systems to encourage and enforce good governance, ethics and code of conduct
- Support and contribute to the timely preparation, submission and publication of statutory reports including the AFS, Annual reports and in –year report (Sec 71, 72, 52, 11(4) etc. and monitor performance.



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- Review preparation and processing of payments
- Co-ordinate financial reports(monthly and quarterly)
- Participate in the process of compiling AFS and Audit file
- Ensure compliance with applicable legislation of local government
- Ensure submission of council items
- Compilation of original and adjustment budget
- Ensure that all financial information required by other departments is received timeously
- Analysis of votes for incorrect allocations

Conditions:

1. Each applicant must submit the following:
 - A comprehensive CV;
 - Certified copies of qualifications, ID & Driver's Licence
 - Transcripts of the professional qualifications.
2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. The candidates will be required to disclose all financial interests
4. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements in terms of the Municipal Systems Act.
5. No faxed or e-mailed applications will be accepted;
6. The Municipality reserves the right at all times not to appoint.
7. No late applications will be considered.
8. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou street, Kuruman, on or before the **29 July 2016** at **16h00**.

Please note:

- **If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.**

MP Bokgwathile (Ms)
The Municipal Manager