



# 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.

## *External Advertisement*

### **ADVERT: MANAGER FINANCIAL REPORTING & SUPPORT (PERMANENT POSITION)**

**Remuneration: R642 189,75 - R658 287,92 Per annum**

#### **Requirements:**

- Bachelor's degree in accounting or finance
- Chartered Accountancy South Africa preferred will be an added advantage
- More than three years of relevant accounting/financial analysis
- More than two years of supervisory experience in an Accounting managerial role
- Expert user of the Microsoft suite of products, including Excel, Word, and Outlook

#### **Key Performance Areas:**

- Manage the preparation of quarterly and annual financial statements.
- Create and manage the preparation of weekly and monthly reports to support departmental needs.
- Prepare detailed internal financial reports, including researching and explaining significant variances by working closely with various departments and management.
- Provide ad hoc financial reports, tables, exhibits as requested.
- Assesses the needs of the municipality, prioritize projects and drive new reporting requirements to completion.
- Prepare and analyze financial statements monthly, including statement of comprehensive income statement, statement of financial position and statement of cash flows.
- Perform quality assurance and deliver recurring reports accurately and on-time.
- Prepare financial reports by collecting, formatting, analyzing, and explaining information.
- Interpret and analyze financial information posted to general ledger accounts.
- Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports.
- Play crucial role in implementing new software for department improvement and efficiency.
- Investigate and report to the CFO any inconsistencies or improprieties.
- Spear head the audit coordination team, ensure internal and external audit findings are addressed and on time.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Proven experience with process documentation of accounting procedures and internal controls in a dynamic environment.
- Extensive knowledge of the General reporting accounting principles.
- Possess a thorough understanding of the financial reporting and general ledger structure.
- Knowledge of financial consolidations, eliminations, and segment reporting.
- Ability to read and interpret accounting rules and guidance as well as perform research and conduct investigations as necessary.



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- Excellent written and speaking skills including preparation and presentation of verbal and written reports, presentations, and recommendations.
- Ability to work independently and manage time effectively to meet individual goals and deadlines.
- Excellent time-management, multi-tasking, and prioritizing skills.
- Establish effective working relationships with others to successfully lead, mentor, coach and motivate.
- Demonstration of the highest level of integrity and trust.

## Conditions:

1. Each applicant must submit the following:
  - Completed "Application form for staff members" which can be downloaded from the JTGDM website on [www.taologaetsewe.gov.za](http://www.taologaetsewe.gov.za)
  - A signed application letter;
  - A comprehensive CV;
  - Certified copies of qualifications,
  - Transcripts of the professional qualifications;
  - Certified ID and driver's license
2. No late applications will be considered.
3. Candidates will be subjected to vetting, rigorous verification of qualifications and references as well through evaluation and the establishment of possible and criminal records;
4. The candidates will be required to disclose all financial interests.
5. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements;
6. The Municipality reserves the right at all times not to appoint.
7. If you do not get any response within 30 days of closure of the advertisement, please accept that you were unsuccessful.
8. No faxed or emailed application will be accepted.
9. The John Taolo Gaetsewe Municipality subscribes to the principles of employment equity
10. Canvassing will disqualify any candidate from being considered for appointment

## Applications for the position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality by courier or hand delivered to 4 Federale Mynbou Street, Kuruman, on or before **08<sup>th</sup> March 2024**

**All enquiries can be directed to the Manager HR Mrs Portia Mereyotlhe @ 053 712 8749/8714.**

**Mr KK Teise**  
**Municipal Manager**