



VACANCIES

Notice 36/2019 - EXTERNAL

CLOSING DATE: 14 JUNE 2019

Invitations are invited from applicants who meet the requirements of the following vacancies

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Internal Auditor	R240 111.00 pa (Post level 5)	<ul style="list-style-type: none"> ➤ B.Com Degree Auditing or equivalent ➤ Valid driver's license ➤ Knowledge of Local Governance System and Municipal Financial Management Act. ➤ Fundamental understanding of risk management, control and governance issues ➤ Analytical, communication, initiative, time management, language verbal & written, computer (MS Word & MS Excel) ➤ Teammate audit software 	<ul style="list-style-type: none"> ➤ Draft and prepare the Municipal budget / adjustment budget ➤ Analyse financial, economic and statistical data ➤ Conduct budget and expenditure reviews ➤ analyses monthly income and expenditure reports to portfolio committees, mayoral committees and council ➤ Prepare monthly reports to treasury in terms of Sec. 71 of the MFMA ➤ Monitor and report on conditional grants, including compliance with the provision of the Division of Revenue Act (DORA) ➤ Gather information from relevant directorates for quarterly AFS preparations ➤ Prepare Annual Financial Statements in terms of GRAP ➤ Assist with internal and external audit queries and ➤ Attend to queries raised by Provincial and National Treasury

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Divisional Head Finance	R365 688.00 pa (Post level 1)	<ul style="list-style-type: none"> ➤ Grade 12 ➤ B Comm/B-Tech Accounting or any other equivalent qualifications ➤ A qualification satisfying the requirements of the MFMA minimum competency levels will be an advantage ➤ Minimum of 5 years relevant finance experience in Local Government ➤ Understanding and knowledge of financial computer systems ➤ A very good understanding of the MFMA and Treasury Regulations and other legislation, procedures and processes pertaining to Local Government ➤ Valid driver's license 	<ul style="list-style-type: none"> ➤ Assisting the CFO with the compilation and the implementation of the municipality's budget / adjustment budget and SDBIP ➤ Fully responsible for the completion and submission of all MFMA monthly, quarterly, half-yearly, annual reporting ➤ Fully responsible for ensuring that the MFMA and Financial Regulations are adhered to by the municipality ➤ Assisting the CFO with the compilation of the Audit Action Plan (both Internal and External Audits) and oversight role to ensure all items included in the Audit Action Plan are attended to during the year ➤ Providing supervision to sectional managers in ensuring that the Supply Chain, Asset, Revenue and Expenditure Management Functions are effectively and efficiently implemented ➤ Performing relevant reconciliations and registers (investments and loans) ➤ Any reasonable task that may be assigned by the Chief Financial Officer

NB: Municipal APPLICATION FOR EMPLOYMENT FORM will be accepted (Obtainable at the Human Resources Office) and must be clearly marked with the Post Title e.g. COMPUTER OPERATOR and accompanied by certified copies of certificates and qualifications. All duly completed applications for employment must be directed for the attention of Manager Personnel (P. Mogale), Corporate Wing

**V.E ZIKALALA
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Wolmaransstad
2630**

NOTICE NO. 36/2019

REF: 4/3/5/R