



INKOSI LANGALIBALELE LOCAL MUNICIPALITY

The Inkosi Langalibalele Local Municipality is an equal opportunity employment organization; hence preference will be given to previously disadvantaged groups. Women and people living with disabilities are also encouraged to tender their applications. Applications are waited for the above position in Budget & Treasury.

MANAGER BUDGET & REPORTING (DEPARTMENT: BUDGET & TREASURY)

Salary: R511 248,96 per annum.

[The above advertised salary is subject to outcome of job evaluation of the post by South African Local Government Bargaining Council's TASK Job Evaluation Committee]

Fringe Benefits

Normal fringe benefits-13th cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.

Educational requirements:

- B Com Degree in Accounting/ Cost Accounting or other relevant qualification.
- 3 years' experience in Municipal Budgeting and Reporting
- Computer literacy.
- Valid driver's license.
- MFMP will be an added advantage.

Personal Attributes and Skills Requirements

- Sound knowledge of the Government Legislations processes
- Good communication skills, attention to details and interpersonal skills.
- Knowledge of MSCOA

Responsibilities:

- Management of Budget Office and Reporting to Finance Committee.
- Verify and ensure the upload of Human Resource Budgeted amounts for salaries and allowances to cost centre via the SAGE system.
- Verify and ensure the correctness of the budgeted amounts calculated for Councillors remuneration and capturing by the Budget Office.
- Compile and consolidate Municipal Budget.
- Ensure and monitor that debtors /creditor's inventory, bank and cash book, investment and external loans work in progress and suspense accounts main ledger votes are reconciled to be able to compile Financial Statements at year end.
- Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures.
- Attends to SDBIP monitoring, capturing information to assist in the operating and capital budgeting processes, adjustment budgets, performance assessments and management advise.
- Adhere to Supply Chain Management policies.
- Render management and line function administrative support services to the Section
- Keep abreast of current developments, legislative changes and emerging trends in the profession.

MANAGER – FINANCIAL REPORTING (AFS)
(DEPARTMENT: BUDGET & TREASURY)

Salary: R511 248,96 per annum.

[The above advertised salary is subject to outcome of job evaluation of the post by South African Local Government Bargaining Council's TASK Job Evaluation Committee]

Fringe Benefits

Normal fringe benefits-13th cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.

Requirements:

Educational Requirements

- B Com Degree in Accounting/ Cost Accounting and Auditing or other relevant qualification.
- A minimum of three (3) years' experience at middle management with proven track record in local government finance.
- Valid driver's license.
- MFMP will be an added advantage.

Personal attributes and Skills Requirements

- Good communication skills, attention to details and interpersonal skills.
- Knowledge of MSCOA
- Analytical skills and people management
- Ability to meet deadlines.

Responsibilities:

- Preparing timely and accurate financial statement in accordance with generally recognized.
- Maintaining and aligning the financial accounting system in terms of generally recognized accounting practice.
- Documenting and maintaining complete and accurate supporting information for all financial transactions.
- Managing day-end, Month -end and year end processes in closing on the financial system to ensure all processes are completed and the system remains in balance.
- Establishing and monitoring the execution of strategies to create proper financial controls within the Municipality to support Departments in service delivery.

FINANCIAL INTERN x 6
(DEPARTMENT: BUDGET & TREASURY)

Salary:

R100 000,00 per annum.

Requirements:

- NQF Level 6 qualification in Accounting/ Cost Accounting and Auditing or other relevant qualification.
- Valid driver's license.

Responsibilities:

- Participates in the implementation of Municipal Finance Management Act,
- Assist on developing and implementation of Municipal Finance Policies and procedures,
- Under the guidance of the relevant Supervisor, responsible for the compilation of financial statements and management reports,
- Assist with reconciliation and financial analysis.
- Responsible for electronic capturing of financial data and other Municipal functions.

ENQUIRIES: To be directed to the Human Resources Officer, Mr NE Sikhakhane at 036 342 7800.

Closing Date: 29th May 2023 at 12h00 noon

Note to Applicants:

1. Due to a number of applications envisaged to be received, applicants who don't receive response from us within 3 months please consider your application as unsuccessful.
2. A comprehensive CV must be accompanied by a covering letter quoting the notice number and the post applied for. The certified copies of the Identity Document (ID), Driver's License and copies of qualification must be attached to the advert.
3. Canvassing to councilors or officials is not permitted and proof thereof will result in disqualification.
4. No subsistence and traveling allowance will be paid to applicants called for interviews.
5. The Municipality reserves the right to conduct the reference check as well as not to make any appointments.
7. A comprehensive Curriculum Vitae may be hand delivered to Registry Office (Room 31) or posted to The Municipal Manager, Inkosi Langalibalele Local Municipality, P.O. Box 15, Estcourt, 3310 Civic Buildings, Victoria Street. Tel. 036-342 7800

NOTICE NO: 21/ 23

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MUNICIPAL MANAGER