



## EXTERNAL ADVERTISING

### FINANCE DEPARTMENT ACCOUNTANT (FINANCIAL PLANNING)

Annual salary: R322 213.56 – R418 242.72 per annum, task level 12 of a Grade 3 Local Municipality (task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

Matric  
B Com.- Financial Management or relevant equivalent (NQF Level 7)  
Must have completed MFMP Certificate  
Valid Driver's License  
2-3 Years relevant Municipal Accounting experience

#### Key Performance Areas:

Establishing specific priorities and determines resource requirements/capacity to execute specific deliverables.  
Investigating and recommending improvements to current financial information processing and management systems and controls and, monitoring the introduction and implementation of approved changes to processes.  
Discussing with the immediate superior the structure and procedure for estimating provisions and determining requirements and updating guidelines prior to communication to Departments.  
Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance.  
Instituting disciplinary action for nonconformance to and/ or providing details of serious breaches to terms and conditions of employment/ codes of conducts to the immediate superior for attention and execution of disciplinary procedure.  
Scrutinizing information received from internal departments and, interacting and finalizing details with the respective Departmental Head in respect of estimated spend and/ or forecasts related to revenue collection.  
Consolidating information, setting out anticipated revenue and appropriating expenditure under different votes.  
Detailing indicative revenue per revenue source and projected expenditure for the short to medium term period.

### FINANCE DEPARTMENT ACCOUNTANT SUPPLY CHAIN

Annual salary R322,213.56-R418,242.72 per annum, task level 12 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

Matric  
National Diploma in Accounting or relevant equivalent qualification (NQF Level 6)  
Computer literacy | 3-4 Years relevant experience in municipal supply chain management.  
Valid drivers license

#### Key Performance Areas:

Communicating with the immediate superior on specific aspects of supply chain management processes, clarifying understanding and implementation approach, outcomes and performance measures.  
Analyzing system information and extracting reports summarising the activities of the division and, forwarding to the immediate superior for perusal and comment.  
Assessing the adequacy of current systems and procedures to address workflow requirements and information needs and submitting continuous improvement recommendation and approval prior to implementation.  
Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel.  
Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.  
Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.  
Providing on the job training explaining and demonstrating through applications, new or changes to systems and procedural activity related applications.  
Aligning need analyst outcomes to budgetary provisions to establish and comment on costs versus allocations.  
Categorizing applications received from service providers/ vendors, referring to regulatory mechanisms and procedural guidelines to different and/or allocate applications.

#### Notes to prospective applicants'-

A Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.  
No faxed or e-mailed applications will be accepted.  
Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.  
If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.  
Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2334 & 2337.  
People with disabilities are encouraged to apply.  
The employer reserves the right NOT to appoint.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.  
If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

Closing Date : 12/11/2020 16h00