



# THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHLENI**

✉ Private bag X3 HOPETOWN 8750  
Church Street HOPETOWN 8750  
☎ (053) 203 0005/8/442  
Fax (053) 203 0490  
[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

**Thembelihle Municipality (NC 076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled person to apply.**

## **VACANCY: ACCOUNTANT BUDGET, AUDITS, REPORTING & ANNUAL FINANCIAL STATEMENTS**

### **REQUIREMENTS**

- Financial Management (NQF level 6) qualification or National Diploma in Accounting or related field.
- Relevant 3 years applicable experience in financial computer systems
- Valid driver's license
- Advance computer literacy
- Must have obtained or be pursuing the Competency Level qualifications (CPMD / MFMP) as prescribed by the Municipal Minimum Competency Regulations 2007.
- Understanding and knowledge of financial computer systems
- A fair understanding of Municipal Finance Management Act (MFMA) & Treasury regulations and all applicable legislation, procedures & processes pertaining to Local Government Finance
- Knowledge of mSCOA
- Ability to communicate in at least two of the official languages in the Municipal area.
- Good interpersonal and communication skills
- Good administrative and numerical skills
- Ability to work independently

### **KEY PERFORMANCE AREAS**

- Co-ordinating and controlling processes for preparation of monthly statements in the prescribed format on the state of the Municipality's budget reflecting particulars actual revenue, expenditure, borrowings and allocations received in order to compile the section 52, 71, 72 reports timeously.
- Compliance with mSCOA
- Provides inputs for the preparation of capital and operating estimates and controls expenditure against the approved budget allocations by:
- Analyzing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period.
- Evaluating the Municipality's performance against the approved budget and addressing deviations/variances with appropriate personnel and advising staff on the budget related issues
- Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedures
- Communicating with Auditors on audit findings and recommendations and institutes the necessary investigations or corrective measures
- Coordinating briefing sessions with departments to establish budgetary needs (provide Treasury guidelines, information, revenue/expenditure statistics, etc.)
- Providing support with regards to the consolidation of transactional information to facilitate the compilation of the annual and adjustment budgets
- Formulating a draft budget in accordance with treasury guidelines and submitting the draft budget approval from Council.
- Preparing statistical report to National Treasury
- Attending to budget amendments as requested from Treasury in order to finalize the annual budget.
- Drafting relevant public notices on the annual and adjustments budgets and ensuring publication in the media and display on specific notice boards (libraries etc.0

- **Monitoring and preparing regular management reports on budget implementation and revenue /expenditure trends and recommends re-allocation of funds as necessary.**
- **Comparing budget versus current actual revenues and expenditures reviews, monitoring budgets and give feedback to departments with regard to the current budget versus actual spending**
- **Prepares working documents and necessary inputs for budgets analysis**
- **Interacting with internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.**

**REMUNERATION:** Annual salary based on Notch 1 Task Grade 12 of Category 1 Local Authority which is R275 301.36

**BENEFITS:** NORMAL FRINGE BENEFITS

**CLOSING DATE:** 10<sup>th</sup> August 2018

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials, ID document and application letter. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful. Please ensure that the correct reference number reflected on the application.

Please forward applications to: The Municipal Manager  
Thembelihle Municipality  
Private Bag X3  
**HOPETOWN**  
8750

Tel: 053-2030005/8/442 Enquiries: Manager: Acting Corporate Services, attention Mr VJ **Mpamba**