



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

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

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
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www.thembelihlemunicipality.gov.za

Thembelihle Local Municipality (NC 076), an equal opportunity, affirmative action employer, consisting out both towns Hopetown and Strydenburg is awaiting applications for the following position. We encourage disabled persons to apply.

VACANCY: EXPENDITURE ACCOUNTANT

REQUIREMENTS

- National Diploma in Accounting or equivalent qualification
- Three years (3) or more experience dealing with finance in municipal environment
- Extensive practical knowledge of Local Government Legislation, particularly the MFMA and GRAP.
- Sound computer knowledge
- Good interpersonal and written communication skills
- A valid driver's license will be an added advantage.

KEY PERFORMING AREAS

- Co-ordinates and controls the application of accounting procedures within the municipality by attending to the verification, reporting, processing and reconciliation of expenditure accounts.
- Manage and control expenditure personnel in the section.
- Check and rectify contract payments.
- Check vouchers are correctly completed and approved according to the budget of the council.
- Ensure that payments are done by the due date.
- Complete monthly reconciliations – (Bank reconciliations, creditors, VAT reconciliations and salary reconciliations).
- Ensure the VAT is correctly accounted for and responsible for monthly VAT submission to SARS.
- Controlling the effective implementation of record keeping and data management procedures to facilitate recovery/retrieval of accounting information.

REMUNERATION: Annual salary based on Notch 1 task Grade 12 of Category 1 Local Authority which is R313 719.72

BENEFITS: Normal fringe Benefits applicable to local authorities

CLOSING DATE: 18 October 2019

Applications should be accompanied by an updated and comprehensive detailed Curriculum Vitae with certified copies of testimonials and Identity Document. No fax or emailed applications will be considered; applications received after the closing date indicated above will not be accepted. If you do not hear from us within 60 days from the closing date, please consider your application unsuccessful.

The Municipal Manager, attention **Mr Michael R. Jack**
Thembelihle Municipality
Private Bag X3
HOPETOWN
8750
Tell; 053 2030 005/8 Or 053 – 2030 442

Enquiries: Manager Corporate Services at 053 – 2030 005