

Amahlathi Local Municipality



OFFICE OF THE MUNICIPAL MANAGER
12 Maclean Street
Private Bag X4002, Stutterheim, 4930
Tel: 043 683 5024 Fax: 043 683 1127
Website: www.amahlathi.gov.za

EXTERNAL ADVERTISEMENT **Notice No 12/2024.**

The Amahlathi Local Municipality is a category B (Grade 3) Municipality established in terms of the Municipal Structure Act. It encompasses towns of Stutterheim, Cathcart, Keiskammahoek, Kei Road and a number of surrounding rural areas. The municipality is looking for high-calibre, trend-setting strategists who are visionary, inspirational, customer centred and suitably qualified to fill the following positions:

DIRECTORATE: BUDGET AND TREASURY OFFICE
ACCOUNTANT: BUDGETING AND FINANCIAL REPORTING
[TASK Grade 12]
[Salary Scale: R 368 700 – R 478 608 per annum excluding benefits]

MINIMUM REQUIREMENTS:

- Matric plus National Diploma in Accounting/Finance or equivalent qualification at NQF Level 6
- Bachelors' Degree in Accounting/Finance (NQF Level 7) will be an added advantage ;
- A minimum of 4-5 years in municipal budgeting financial reporting environment which;
- A minimum 2-3years experience must be at a supervisory level;
- A demonstrable experience in preparing budgets and MFMA reporting will be an added advantage;
- A valid Driver's License is a prerequisite.

KEY PERFORMANCE AREAS:

- Gathering budgetary input information, including Consumer Price Index, Division of Revenue Bill, water and electricity increases bargaining council agreements, treasury circulars, leases and contractual agreements, budget history
- Accompanying immediate superior on budget consultation visits to departments to provide administrative support and budgetary information for the content of discussions
- Attending budget hearings during IDP Roadshows
- Receiving requests for budget moves from departments, investigating the legitimacy in terms of policy, ascertaining correct account details and combining requests into a list to be actioned
- Compiling lists of project costs centres required and forwarding for definitions to be created on financial systems, and verifying lists have been created
- Linking projects to funds management using transactions codes, and effecting approved budget adjustments
- Provide reports on budget performance by:
- Extracting, consolidating and submitting Schedule C budget data to immediate superior for onward submission to Provincial and National Treasury
- Reviewing the budget versus actual expenditure report, per department
- Reviewing the report on grant-related payments and checking for correct capturing and source documents

- Reviewing reports on status of grant funding for submission to funders
- Compiling project related supporting annexures to the Annual Financial Statements
- Reviewing fuel usage reports and highlighting trends and anomalies in fuel usage to immediate supervisor
- Preparing project reports on income, expenditure, and balances and consolidating project related information for audit purposes
- Manage and guide specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, check and verify information/records submitted satisfies the scope of requirement
- Provides support and advise all departments in the preparation of budgets, annual financial statement, monthly and mid-year reports, statutory returns and accounting systems
- Implementation of policies and procedures that relates on annual financial statement reporting regulations and budget implementation
- Liaise with stakeholders on budgeting, reporting and asset management i.e Nation and Provincial Treasury, Auditor General, Managers from different departments
- Perform any other duties attached to the post.

The Amahlathi Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Plan, persons from previously disadvantaged groups will be given preference Coloured male, African female/male.

FRINGE BENEFITS

- Membership of Medical Aid, Pension, Provident or Retirement Fund.
- Annual Leave, in accordance with the standard leaves regulations.
- 13th Cheque after completion of one year service.

Interested persons should fill the application forms that are available at the Amahlathi Offices and website www.amahlathi.gov.za. The covering letter and detailed CV must be attached to the application forms together with certified copies of relevant certificates including ID, driver's License and submitted to: Amahlathi Local Municipality, Corporate Services Department, 14 Long Street, Stutterheim, or post applications to Private Bag X 4002, Stutterheim, 4930.

For enquiries please contact **Ms T. Ndlamhlaba** at **(043) 492 1268**

Closing Date: **06 November @ 15h30**

Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that Amahlathi Local Municipality reserves the right to not appoint in this position.

NB: No faxed, e-mailed, incomplete and late applications will be considered. Canvassing with Councillors and whoever, is not permitted and proof thereof will result in disqualification.

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Dr. Z SHASHA
MUNICIPAL MANAGER