



NDWEDWE LOCAL MUNICIPALITY UMASIF-ALA WASE-NDWEDWE

DEPARTMENT : FINANCE SERVICES
POSITION : ACCOUNTANT EXPENDITURE
NATURE OF APPOINTMENT : PERMANENT
TASK GRADE : 14
SALARY NOTCH : R 422,532.59
SALARY SCALE : R 422,532.59 pa-R548,484.34 pa
REF. NO : KZ293 FIN012

MINIMUM REQUIREMENTS

Matric Certificate, Degree Accounting/Diploma, plus a minimum of three years working experience in creditors or expenditure section. Must have completed or study towards minimum competency in line with Government Gazette No. 37432. The applicant must have a Valid Driver's license minimum Code B.

KNOWLEDGE, SKILL & COMPETENCES

- Organizational skills and Good Communication Skills.
- Local Government Legislations and GRAP.
- The ability to liaise and communicate effectively both isiZulu and English.
- Excellent verbal and written communication skills, with the ability to handle confidential matters.
- Perform relevant administration functions.

KEY RESPONSIBILITIES

- Coordinate and control sequences associated with the verification and provision of information related to Expenditure transactions by analyzing and approving recording processes referring to information detailed supporting documentation and resolving deviations from procedures.
- Coordinate the recording and processing procedures of expenditure transactions by analyzing and verifying transactional recordings, expenditure reports and summarizes, processing or approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payments.
- Reconcile creditor accounts and claims (insurance claims, fuel, salaries) and proceeding with the posting and balancing of ledger accounts.

- Perform specific sequences associated with maintaining electronically based information /data and files / records by applying data storage/ recovery procedures to back up information and records on the accounting module.
- Provide guidelines / guidance to personnel on the applications of procedures.

BENEFITS

13th cheque, leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy

CLOSING DATE: 30 APRIL 2021

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, drivers license and all qualifications must be forwarded to: - **The Municipal Manager, Ndwedwe Local Municipality, P/Bag x 503, Ndwedwe, 4342. Attention to: Mr. BA Buthelezi- Manager Human Resource.**

Faxed, e-mailed, Z83 forms and late applications will not be considered.

Enquiries can be directed to **Human Resource Office Tel: 032 532 5000**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful.

The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:

DATE:


MR. MF HADEBE
MUNICIPAL MANAGER

13/04/2021