



NDWEDWE LOCAL MUNICIPALITY UMASPALA WASE-NDWEDWE

MANAGER BUDGET AND REPORTING
Permanent
(Task grade 16, R484,714.14 per annum)

KEY REQUIREMENTS

- The incumbent must have Grade 12 and a National Diploma/ BCom-Degree in Accounting or equivalent;
- Minimum of three years' working experience in a Budget and Treasury Office;
- Must have completed or studying towards minimum competency (in line with Government Gazette No.37432);
- Must be in possession of a Valid driver's licence minimum Code B.

KNOWLEDGE, SKILL & COMPETENCY

- Sound planning and organizational skills
- Analytical and strategic thinking
- Good interpersonal skills
- Excellent communication, presentation and writing skills
- Ability to work independently
- Good accounting and financial management skills
- Knowledge of GRAP, MFMA, Local Government legislative framework and Treasury Regulations
- Proficiency in Microsoft Word and Excel
- Knowledge of Caseware

KEY RESPONSIBILITIES

- Manage the Budget Office
- Support the Chief Financial Officer on budget-related matters
- Co-ordinate budget steering committee meetings with all respective stakeholders
- Attend public meetings, and address all budget related queries where necessary
- Timeous compilation of a balanced MTREF municipal budget and budget-related returns
- Monitor municipal spending to ensure that it is in line with the approved budget
- Co-ordinate budget steering committee meetings with all respective stakeholders
- Compile and submit MFMA-related and other budget-related compliance returns
- Compile in-year and Annual Financial Statements together with supporting working paper files
- Coordinate the distribution of internal and external audit queries
- Prepare timeous mid-year budget and performance assessment
- Prepare monthly income and expenditure Finance Portfolio reports
- Perform other duties as may be delegated by the CFO.

BENEFITS

- 13th cheque
- 100% Retirement Annuity Fund Contribution by Employer
- Pension
- Medical Aid
- Housing subsidy
- Vehicle Allowance.

CLOSING DATE: 22 OCTOBER 2018

Written application letter together with a comprehensive curriculum vitae (CV), certified copies of ID, drivers licence and all qualifications must be forwarded to: -

**The Acting Municipal Manager
Ndwedwe Local Municipality
P/Bag x 503, Ndwedwe, 4342**

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

Enquiries can be directed to HR 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 to and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.

APPROVED BY:

DATE:


MR MF HADEBE
ACTING MUNICIPAL MANAGER

23/10/2018