



**NDWEDWE LOCAL MUNICIPALITY
UMASIPALA WASENDWEDWE**

DEPARTMENT	:	FINANCE DEPARTMENT
POSITION	:	ACCOUNTANT EXPENDITURE
NATURE OF APPOINTMENT	:	PERMANET
TASK GRADE	:	14
SALARY NOTCH	:	R483 522.47
SALARY SCALE	:	R483 522.47 pa-R 627 654.55
REF. NUMBER	:	KZ293FIN034

MINIMUM REQUIREMENTS

The incumbent must have a Matric Certificate and a three- year National Diploma/Degree in Accounting qualification, plus 5 years post qualification experience in Local Government at least 3 years must be in Expenditure Management. Must have completed minimum competency in line with Government Gazette No. 37432. Valid Driver's license.

KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of local government legislations
- High Level of Computer Literacy
- Good communication and presentation skills
- SAGE Evolution
- Payday System

KEY RESPONSIBILITIES

- Coordinate and control sequence associated with the verification and provision of information related to Expenditure transactions by analysing 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 cash flow requirements and payments.
- Reconcile creditors control account and proceeding with the posting and balancing ledger accounts.
- Reconcile creditor age analysis monthly.
- Provide guidance to personnel on the applications of procedures.
- Participating in the compilation of the annual financial statements, reviewing reconciliations of

creditors, creditors control account, age analyses and submitting to the Auditor General as required by the legislative prescripts.

- Participating in month end activities
- Preparing all payroll activities
- Preparing all expenditure journals
- Cellphone request and cellphone repairs
- Control and maintain payroll functions.
- Assisting in preparing financial statement
- Ensure payroll and tax documents are accurate.
- Implements, maintains and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments ,taxes and other deductions.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy and cellphone allowance.

CLOSING DATE: 28 MARCH @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

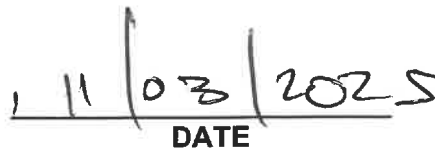
Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.**

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

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:


MR. SDG KHUZWAYO
MUNICIPAL MANAGER


DATE