



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT

VACANT POSITION
NOTICE NO 17/2022/2023

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. *People with physical disabilities are encouraged to apply.*



Applicants are hereby invited from suitably qualified persons for the following position:

1. BUDGET AND TREASURY OFFICE

MANAGER: EXPENDITURE, BUDGET, REPORTING AND AFS
TASK GRADE: 18
ANNUAL BASIC SALARY R783 484.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 or Matric • B.Com Degree or equivalent qualification, majoring in Accounting/Financial Management • 8 years or more relevant experience covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline • CPMD will be an added advantage • Competency in the use of computer package • A valid driver's license.

ERF 1400 NTSIZWA STREET, PRIVATE BAG X511, EMAXESIBENI, 4735,
TEL: 039 254 5000 FAX: 039 254 0343 WWW.ANDM.GOV.ZA CUSTOMER CARE LINE: 086 000 3781

COMPETENCY SKILLK: Reasonable understanding of IDP • Knowledge of budgeting and SDBIP in Municipal context • Extensive knowledge of MFMA and applicable Municipal legislation • Strong supervisory skills and interpersonal skills • Good reporting and communication skills.

KEY PERFORMANCE AREAS: Management of Expenditure, Payroll, Budgeting and reporting units • performing financial analysis of the Municipality to identify its status regarding financial viability and sustainability • Supporting management to submit to National Treasury, Provincial Treasury and Auditor General such information, returns, documents, explanations and motivations on finances as maybe prescribed or required • Financial reporting which includes amongst others, preparation of Annual financial statements and consolidated annual financial statements • Advising all staff and management on the requirements of the applicable accounting standards (GRAP) and the relevant accounting transactions • Planning and resource management in respect of financial month and year end closure procedures, developing and implementing accounting policies in line with applicable accounting standards • Developing expenditure and coordinating the implementation of payment system that will ensure that all transactions are appropriately authorized and payments are made within the applicable legislative time frames • Reviewing of capital commitments and retentions systems and registers for accuracy and completeness • Playing an active role in Risk and change management on Accounting and reporting • Provide leadership to staff and management within Budgeting and Expenditure Units.

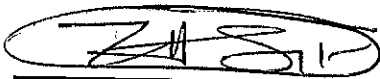
Closing date: 30 June 2023 @15h15.

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.**

If applicants receive no notification within two months from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. MH Kohli, Manager: HRM & D by telephone at (039) 254 5000.



**ZAMILE H. SIKHUNDLA
MUNICIPAL MANAGER**