



PRINCE ALBERT MUNISIPALITY

PRIVATE BAG X53, PRINCE ALBERT, 6930

DEPARTMENT: FINANCIAL SERVICES

NOTICE NO 162 OF 2021
VACANCY: MANAGER EXPENDITURE

Written applications on the prescribed application form, are hereby invited from individuals with the necessary qualifications and experience required to fill the vacancy: **MANAGER EXPENDITURE**

MINIMUM REQUIREMENTS

- National Diploma of Higher Qualification in Finance / Accounting or Equivalent Accounting Qualification. (NQF 6)
- Minimum Competency Qualification for financial officials as per Government notice 40593 National Treasury no. 91 dated 3 February 2017
- High level of proficiency in Ms Excel & Municipal financial system preferably Phoenix
- Code B Drivers License
- Knowledge of Local Government Legislation
- Good communication skills and Conflict management skills;
- Must be able to handle highly pressurized situations.
- Proficient in at least two official languages of the Western Cape (Afrikaans, English or Isi Xhosa)

EXPERIENCE

- Five (5) years municipal finance experience of which three (3) years must be at middle management level as an accountant (preferably in the Expenditure Department or Budget Office.)

DUTIES

- Develop and implement expenditure policies and procedures.
- Manage and control the expenditure department including the budget office through;
- Sound and accountable cashflow management, Costing Services
- Maintain Grant Register, prepare statistical reports for Management, Provincial & National Treasury
- Scrutinise and authorise expenditure transactions and salary runs.
- Administer Supply Chain Management Processes in line with SCM Policy and regulations.
- Provide advice and guidance on the budget, financial reporting and expenditure processes.
- Manage and control the implementation of budget policies, systems and procedures, financial statement processes:
 - Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
 - Prepare and compile Annual Financial Statements (AFS) and implement procedures, systems and controls to ensure compliance to all relevant accounting standards.
- Ensure that the GRAP and National Treasury standards and guidelines be implemented with regard to Budget, Reporting and virement processes.
- Ensure compliance with the Budget and Reporting Regulations
- Functional and administrative liaison with managerial staff of government and provincial departments, Internal and External Auditors, other local authorities, and consultants.
- Manage and Control the personnel in the Expenditure Department.
- Report to Chief Financial Officer and Council on the functioning of the section, in relation to legislative compliance and implementation of Council policies and administrative procedures.

SALARIS: T14 - R 403 135.32 – R 523 305 PER JAAR

Benefits eg. medical aid scheme, pension fund, group life scheme, housing subsidy, 13th cheque.

STATUS VAN POS: PERMANENTE POS

SLUITINGSDATUM: MAANDAG, 20 DESEMBER 2021 OM 16H00

Applications on the prescribe application form including CV, and certified copies of qualifications and identity document must be forwarded to Mr. M Stall – Personnel Section, Private Bag X53, Prince Albert, 6930 or physical address, 33 Church Street, Prince Albert, 6930, on or before Monday, 20 December 2021 at 16:00.

Prince Albert Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The Municipality reserve the right not to make an appointment. Canvassing will lead to disqualification of a candidate.

Should you not be notified in writing or contacted within 30 days after the closing date, you may deem your application as unsuccessful.

PRINCE ALBERT MUNICIPALITY
PRIVATE BAG X53
PRINCE ALBERT
6930




ALDRICK HENDRICKS
ACTING MUNICIPAL MANAGER

30 NOVEMBER 2021

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