



## PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

### NOTICE 66/2026 – EXTERNAL VACANCY

*Written applications on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:*

#### **PRINCIPLE CLERK: BUDGETING AND REPORTING**

**Post identification number: WC052-1.2.3.1.3**

**Directorate: Financial Services**

**Section: Budget and Treasury**

#### **(SUBJECT TO TASK EVALUATION)**

#### **REQUIREMENTS**

- A relevant 3-year tertiary qualification, preferably a National Diploma, Btech or Bcom with Accounting or Financial Management as a major subject;
- Compliance with the relevant Minimum Competency Levels as prescribed in Government Gazette 29967 dated 2007 as amended, or be able to obtain within 18 months after appointment;
- Code B drivers license, or be able to obtain within 12 months after appointment;
- 2 – 5 Years or more relevant experience covering aspects of the municipal financial process, the management of municipal financial information
- Good Management, Human Relations, Interpersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- High level of responsibility;
- Advance computer literacy ( Ms Office Package);
- Understanding of the Municipal Finance Management Act and Treasury Regulations, Municipal Budget and Reporting Regulations, procedures and processes pertaining to Local Government Finance;
- Knowledge and understanding of MSCOA
- Effective communication skills in at least two of the three official languages of the Western Cape

#### **COMPETENCIES REQUIRED**

- Municipal Staff Regulations, Page 270/770 – Finance Accountant Competency Framework (Level 2)

## **KEY PERFORMANCE AREAS**

- Collect and File Budget Inputs form all municipal departments.
- Capture Budget Inputs on the Financial System.
- Assist with the preparation of the Municipal MTREF Budget, Adjustment Budget, SDBIP and implementation there-off.
- Review the funding segments of the mSCOA budget to ensure expenditure are allocated against the correct expenditure line items, for both operational and capital expenditure.
- Alert departmental heads unit/departments before expenditure line items are depleted.
- Ensure that expenditure levels are according to the budget.
- Maintain budget parameters on the financial system to ensure that the budget is aligned with the Municipal Standard Chart of Accounts (mSCOA) and that reporting templates can be extracted from the Financial System.
- Compilation of monthly, quarterly, half-yearly and annual reporting to Provincial, National Treasury, MEC for Local Government and the Mayor in a supervisor capacity on the state of the Municipality's Financial Affairs as per all sections applicable in the Municipal Finance Management Act.
- Assist with all public participation processes during the Annual Budgeting and IDP Processes.
- Assist with the compilation and obtaining information for the preparation of the audit file (PAF).
- Assist with the compilation of the Annual Financial Statements.
- Assist in handling and maintaining External Audit Request for Information (RFI's) and Communication of Audit Findings (COMAF's)
- Compilation of the Audit Action Plan (OPCAR), oversight role, ensuring all items are included in the Audit Action Plan, attend to the items, monitoring for completeness and to avoid re-occurrence.
- Assist with compilation of the Annual Report, specifically Chapter 5 Financial Performance to the Annual Report.
- Compiling, review and update of the municipality's risk register.
- Follow-up on the implementation of the internal audit recommendations and reporting on it.
- Assist with the monthly bank reconciliations, when needed.
- Assist with credit control and debt collection processes, when needed.
- Any other reasonable task that may be assigned by the Manager Financial Services or the Chief Financial Officer (CFO).

## **SALARY**

Task Level 8 of a Category 1 Municipality: **R 221 688.06 per annum**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteenth cheque after 12 months of employment, subject to Council approved policies.

## **STATUS OF POSITION**

Permanent Position

**CLOSING DATE**

**Friday 24 April 2026 at 15h00.**

**GENERAL**

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Mario Stall – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 24 APRIL 2026 at 15h00.**
2. Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za) .
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

<b>Job-related enquiries</b>	<b>Mr. Bjorn Metembo</b> Tel: 023 541 1668 Email: <a href="mailto:bjorn@pamun.gov.za">bjorn@pamun.gov.za</a>
<b>Human resource, recruitment and selection process enquiries</b>	<b>Mr. Mario Stall</b> Tel: 023 541 1036 Email: <a href="mailto:marios@pamun.gov.za">marios@pamun.gov.za</a>

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
  - 6.1) Non-submission of copies of academic qualifications/records.
  - 6.2) Canvassing of Councillors.
  - 6.3) Submission of fraudulent qualifications and/ or documents.



**MATTHYS GILIOME  
MUNICIPAL MANAGER**

**10 APRIL 2026**