



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 67/2026 – EXTERNAL VACANCY

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

RE-ADVERTISING

MANAGER: FINANCIAL SERVICES

Post identification number: WC052-1.2.3

Directorate: Financial Services

Section: Budget and Treasury

(SUBJECT TO TASK EVALUATION)

MINIMUM REQUIREMENTS

- A relevant three (3) year tertiary qualification, preferably a National Diploma or BCom with financial accounting or financial management as a mayor subject.
- 5 - 8 years or more relevant experience covering all aspects of the municipal financial process, the management of municipal financial information or having gained specialist experience in a municipal finance or municipal auditing discipline.
- Compliance with the relevant Minimum Competency Levels as prescribed in Government Gazette 29967 dated 2007 as amended.
- Code B Drivers License.
- Good Management, human relations, interpersonal and communications skills, Bilingualism,
- Ability to give attention to detail,
- High level of responsibility,
- Ability work under pressure,
- Advance computer literacy (MS Office Package).

COMPETENCIES REQUIRED

- Municipal Staff Regulations, Page 270/770 – Finance Accountants Competency Framework (Level 3)

KEY PERFORMANCE AREAS

- Plan, manage, co-ordinate and control activities and procedures associated with direct supervision and monitoring of the budgeting and reporting functions.
- Plan, management, co-ordinates, and control tasks / activities associated with controlling personal performance productivity and discipline.

- Plan, manage, co-ordinate and direct the control outcomes associated with utilization, productivity, and performance with the Division.
- Plan, manage, co-ordinate the implementation of specific procedures, systems and controls associated with budget planning, annual financial statements, accounting and financial reporting processes, assets and insurance management processes, grant manage and bank reconciliation processes.
- Responsible for the management, planning and compilation of Annual Budgets and Adjustment Budgets i.e Capital and Operational Budgets in terms of legislation, regulations, and policies.
- Responsible for the management, planning and compilation of monthly, quarterly, annually and all other financial reporting of the municipality, as well as directing the implementation of specific procedures, systems and controls associated with compilation of prescribed reports.
- Responsible for completion of the Annual Financial Statements and ensure that the Audit File are prepared accordingly.
- Manage and coordinate cost management and related processes.
- Manage and coordinate the mSCOA Chart of accounts and all processes / procedures associate to it.
- Management and coordinate borrowing processes.
- Management and coordinate the training of Financial Management Grant Interns.
- Perform client service and public service function.
- Report 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.
- Responsible for all public participation process during the Annual Budgeting and IDP Processes.
- Perform duties in the capacity of Acting Chief Financial Officer from time – to time, or when needed.

SALARY

Task Level 15 of a Category 1 Municipality: **R 572 376, 60 – R 743 002, 92 per annum**

(R 47 698, 05 – R 61 916, 91 per month)

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 08 May 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 08 MAY 2026 at 15h00**.
2. Applicants are encouraged to submit applications to 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:

Job-related enquiries	Mr. Bjorn Metembo Tel: 023 541 1668 Email: bjorn@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Mario Stall Tel: 023 541 1036 Email: marios@pamun.gov.za

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. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.
7. 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