

BEAUFORT WEST MUNICIPALITY

VACANCY 2024



EXTERNAL

DIRECTORATE: FINANCIAL SERVICES

CONTROLLER: FINANCIAL ADMIN

PERMANENT APPOINTMENT WC0530566/FIN 28

NOTICE NR: 08/2024

Salary : R294 678.16 – R382 506.38 per annum
T11 (Subject to Task Job Evaluation).

Additional Service Benefits : Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: MS Office
- Driver's License Code B.
- 2 – 5 year's relevant experience.

COMPETENCIES:

- **Functional Competencies:** Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management
- **Professional Competencies:** Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation
- **Personal Competencies:** Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation
- **Management/ Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Financial administration
- Budget and financial reports
- Bank reconciliation & unallocated accounts
- Record keeping, budget control and cash-flow management
- Financial statements
- Cash management
- Communication
- Participation and communication
- Reporting
- Perform any other related duties as instructed by supervisor

Job Related Enquiries: Mr. Randle Eland – 023-4148130/ 8133

General HR Enquiries: Adriaan Duimpies – 023-4147549, Imelda Dourie – 023-4148190, Angilo Jacobs – 023-4147550

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to erecruit@beaufortwestmun.co.za and can be **hand delivered** at the office of the acting municipal manager at 112 Donkinstreet, midtown, Beaufort West, 6970. Application forms can be obtained from the Municipal website, www.beaufortwestmun.co.za and must reach the Human Resource Department on or before **09 FEBRUARY 2024** at 16:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.**

Disqualification:

Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 09 FEBRUARY 2024.

**DE Welgemoed
MUNICIPAL MANAGER**