



BEAUFORT WEST MUNICIPALITY

STAFF VACANCY

NOTICE NR: 37/2020

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DEPARTMENT: FINANCIAL SERVICES

ACCOUNTANT: BUDGET & FINANCIAL REPORTING

FIN 51 - WC0530564

STARTING SALARY: T12 – R296 141.00 – R384 409.00 PER ANNUM

JOB PURPOSE:

To coordinate and control the key performance and result indicators associated with the budget and financial reporting through the implement accounting policies, systems and procedures to ensure sound financial practices and budget monitoring, systems and procedures and financial statement processes regulating financial reporting and recording, providing input into longer term objective setting and financial planning sequences and directing and executing accounting and administrative procedures and processes to ensure legislative compliance and sound financial management practices

REQUIREMENTS AND EXPERIENCE:

Degree or National Higher Diploma in Accounting (NQF Level 7) **plus 2 – 3 years relevant experience.** Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed as an added advantage or completion thereof within 18 months of appointment.

OTHER REQUIREMENTS/SKILLS: Code B Drivers' license, Computer literacy (MS Office Applications and Venus), Proficiency in at least 2 of the official languages of the Western Cape, Good management, human relations, interpersonal and communication skills, Ability to give attention to detail, High level of responsibility, Ability to work under pressure

Duties:

SUPERVISION AND CONTROL:

Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline

PROCEDURES, SYSTEMS AND CONTROLS:

Co-ordinate the implementation of specific financial procedures, systems and controls associated with budget planning, financial statements, accounting and financial reporting processes

BUDGETING & FINANCIAL REPORTING PROCEDURES AND OPERATIONS:

Administer operational and capital budgeting processes in collaboration with Manager

ASSIST WITH FINANCIAL REPORTS:

Provides assistance to the Manager on preparation on monthly, quarterly, and yearly financial reports

LEDGER:

Responsible for the general administration regarding the ledger

COST MANAGEMENT:

Provide assistance regarding cost management and related processes

INTERNS:

Responsible for training of interns

CLIENT SERVICES:

Perform client service and public service function

PRODUCTION OF DOCUMENTS:

Financial Budgets to the managers and Head of Division

Perform any other related duties as instructed by supervisor

BENEFITS: *Attractive benefits are offered such as Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Housing Subsidy * Ample leave * Sick leave.*

CLOSING DATE: FRIDAY 28 FEBRUARY 2020 AT 16:15

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment.

NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.

Full particulars and prescribed application forms can be obtained from **mrs. Leonie Barnard/ms. Imelda F Dourie at telephone 023-4148165/8190. Completed applications should be sent to or handed in at –**

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

KJ HAARHOFF
MUNICIPAL MANAGER

2020/02/10