



**BEAUFORT WEST
MUNICIPALITY
STAFF VACANCY**

**NOTICE NR:
38/2020**

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: EXPENDITURE

FIN 5 - WC0530520

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

JOB PURPOSE:

To manage the key performance and result indicators associated with the Expenditure section of the Directorate Financial Services through the implementation of laid down policies and procedures dictating financial reporting and recording requirements, providing input into longer term objective setting and financial planning sequences and directing and executing accounting procedures and processes associated with controlling creditor accounts.

REQUIREMENTS AND EXPERIENCE:

Degree or National Higher Diploma in Financial Management and Administration/Accounting or relevant (NQF Level 7) **Plus 2-3 years relevant experience.** - Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed.

OTHER REQUIREMENTS/SKILLS : Code B Drivers' license - Computer literacy (MS Office Applications) - Good Management, Human Relations - Interpersonal and Communication skills - Ability to give attention to detail, High level of responsibility, Ability to work under pressure - Financial management and Accounting skills.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS OF THE POST:

Must work overtime/attend meetings after normal office hours when required

Duties:

SUPERVISION AND CONTROL: Coordinate activities and procedures associated with direct supervision and monitoring of personnel, services and the status/ general condition of the Expenditure & Payroll Division

FINANCIAL PLANNING AND REPORTING: Identify and define the short to medium term objectives and priorities of the division encapsulating expenditure and remuneration control functionalities

PROCEDURES, SYSTEMS AND CONTROLS: Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Expenditure Division's structure

PERSONNEL AND PERFORMANCE MANAGEMENT: Direct and control the Key Performance Indicators and outcomes of personnel within the division

EXPENDITURE CONTROL: Manage applications and sequences associated with recording, authorization and execution of expenditure transactions

DATA MANAGEMENT AND RECORDKEEPING: Perform specific sequences associated with maintaining electronically based information/data and files/records

CASH AND INVESTMENT MANAGEMENT: Manage the execution of specific sequences associated with controlling investments allocated to specific call accounts

TRANSACTIONAL PROCEDURES AND APPLICATIONS: Coordinating the recording and processing procedures of Income transactions

BANK RECONCILIATION & UNALLOCATED ACCOUNTS: Reconciles payments and cash deposits against bank transactional information/statements

INTERACTION AND COMMUNICATION : Disseminate guidance and information on specific key performance areas and requirements associated with the functionality

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 –***

THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

KJ HAARHOFF
MUNICIPAL MANAGER

2020/02/10