



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
External Vacancy
Notice Nr: 139/2026



SENIOR ACCOUNTANT: EXPENDITURE – WC0530520 - FIN 5
DEPARTMENT: FINANCIAL SERVICES
SECTION: EXPENDITURE

Salary: T13 R38 084.18 – R49 434.53 per month R457 010.18 – R593 214.41 per annum Plus Benefits

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:

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- Computer literacy: MS Office

Skills Required:

* Advanced computer literacy in Excel * Bilingualism * Negotiation skills * Attention to detail
Communication skills * Accounting skills Code B Drivers' license * 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

Experience:

- 5-8 years' relevant experience required which includes 2 years of supervisory experience.

Competencies Level 3 page 270

- **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
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Key performance areas:

- Interact with internal and external auditors.
- Prepare statistical reports depicting short- and medium-term creditor and ad hoc expenditure trends.
- Analyse and verify transactional recordings to approved budget.
- Prepare and submit monthly, quarterly specific expenditure reports and summaries.
- Activate electronic payment sequences associated with recording, authorisation and execution of expenditure transactions.
- Execute monthly, quarterly and annual creditor's reconciliations and reporting.
- Ensure the accurate and timeous payment of creditors according to approved budget.
- Check and update invoices, sundry payments, travel and subsistence claims.
- Prepare and submit monthly of VAT Returns.
- Maintain electronically-based data and records.

- Monitor and address personnel performance, productivity and discipline.
- Handle creditor enquiries by attending to telephonic, e-mailed, written and verbal queries.
- Perform any other related duties instructed by supervisor.

General instructions:

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. 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. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Closing Date: Friday 25 September 2026 at 12H00

Job Related Enquiries: Mr. Eland Randle – 023 414 8130

General HR Enquiries: Mr. Pablo Mokoaleli – 023 414 7549

Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

erecruit@beaufortwestmun.co.za

**F. SABBAT
ACTING MUNICIPAL MANAGER**

09 September 2026