



## **FINANCIAL SERVICES**

### **EXTERNAL ADVERTISEMENT**

#### **BUDGET AND TREASURY OFFICE**

#### **ACCOUNTANT: BUDGET AND TREASURY**

**OFFICE: FD111**

#### **REQUIREMENTS:**

- B. Com degree or equivalent. (NQF level 6) in Accounting /Auditing / Finance
- Code 8 driver license
- Numerical and computer literacy
- Excellent writing and verbal communication skills in at least 2 of the following 3 official Western Cape languages: Afrikaans, English and Xhosa.

#### **EXPERIENCE:**

- (2-3 years) Experience in Budget and Treasury Office of Finance

#### **FUNCTIONS:**

- Responsible to ensure that council / administration complies with all relevant financial legislation applicable on Local Government and that all required legislation are adhered to and complete as per legislated due dates.
- Assist with the compilation of multi-year budgets, that is: Draft Budgets / Final Approved budgets and all relevant Adjustment Budgets.
- Responsible for components applicable to financial department in terms of the Service Delivery and Budget and Implementation plan (SDBIP) as required by legislation.
- Manage the analysis of financial information, monitoring and budget reforms legislated in terms of legislation.
- Manage the completion of all financial and budget related documents and return forms as required in terms of National and Provincial treasury circulars / legislation as well as other stakeholders as applicable.
- Responsible for ensuring all budget related information is available on the municipal website in terms of the Municipal Finance Management Act.
- Co-ordinate the support and assistance to capacitate departments in terms of financial requirements as applicable.
- Manage the reporting of National and Provincial as well as other grant allocations allocated to the municipality
- Assist with the Annual Financial Statements and related supporting schedules / documentation.
- Assist with the coordination of the process of the yearly audit as per Auditor General's guidelines
- Co-ordinate the implementation of financial reforms as promulgated by National and Provincial Treasury.
- Co-ordinate the process of the compilation of financial policies as required by legislation.
- Review and completion of journals for correction as required

**Job enquiries:** Mr S Stanley 028 42 555 00

**Remuneration:** T12 (R296 141.52 – R384 408.12) p.j.

## **FINANSIËLE DIENSTE**

### **EKSTERNE ADVERTERING**

#### **BEGROTING EN TESOURIE KANTOOR**

#### **REKENMEESTER: BEGROTING EN TESOURIE**

**DIENSTE: FD111**

#### **VEREISTES:**

- B. Com graad of gelykstaande (NQF 6) in Finansies Ouditkunde / Rekeningkunde
- Kode 8 bestuurslisensie
- Syfer en Rekenaar vaardig
- Uitstekende kommunikasie vaardigheid in ten minste 2 van die 3 amptelike tale van die Wes- Kaap: Afrikaans, Engels en Xhosa

#### **ONDERVINDING:**

- (2-3 jaar) Ondervinding in die Begroting en Tesourie afdeling binne Finansies

#### **FUNKSIES:**

- Verantwoordelik om te verseker dat die raad / administrasie voldoen aan al die relevante finansiële wetgewing van toepassing op Plaaslike Regering en dat alle wetlike vereistes nagekom word, binne die wetlike raamwerk.
- Behulpsaam met die opstel van die jaarlikse Begrotings: Dit is die Konsep Begroting / Finale en alle relevante aangepaste begrotings.
- Verantwoordelik vir die afdelings van toepassing op finansies met betrekking tot die jaarlikse Dienslewerings en Begrotings Implementerings Plan (SDBIP)
- Bestuur die ontleding en vertolking van finansiële inligting volgens wetgewing.
- Bestuur die voltooiing van alle begrotings en ander relevante dokumentasie soos vereis deur die Nasionale en Provinsiale Tesourie Regulasies en ander rolspelers soos van toepassing.
- Verantwoordelik om te verseker dat alle relevante inligting op die munisipale webtuiste geplaas word en alle ander rolspelers soos vereis per wetgewing.
- Koördineer die ondersteuning van departemente met alle finansiële vereistes soos versoek.
- Bestuur die verslagdoening en rapportering aan die Nasionale en Provinsiale departemente in terme van toekennings ontvang soos van toepassing.
- Behulpsaam met die opstel van die jaarlikse finansiële state en verwante skedules en ondersteunende dokumentasie.
- Behulpsaam met die koördinering van die jaarlikse audit volgens vereistes en soos benodig deur die Ouditeur Generaal.
- Koördinering en advisering aan afdelingshoofde in terme van nuwe wetgewing wat geïmplementeer moet word.
- Koördineer die proses met die opstel van finansiële beleide soos vereis deur wetgewing.
- Nasien en opstel van joernale soos benodig.

**Navrae:** Mnr S Stanley 028 42 555 00

**Vergoeding:** T12 (R296 141.52 – R384 408.12) p.a.

**SLUITINGS DATUM: / CLOSING DATE: 15 JULY 2019**

Aansoekvorms van Kaap Agulhas Munisipaliteit is 'n vereiste vir die oorweging van 'n aansoek. Hierdie vorms, tesame met 'n volledige CV met gesertifiseerde afskrifte van kwalifikasies, sertifikate, rybewys en identiteitsdokumente sal oorweeg word en kan ingehandig word by Mev. Janine Dixon-Kasira / Mev. Nichole Arends of ge e-pos word na [recruitment@capeagulhas.gov.za](mailto:recruitment@capeagulhas.gov.za) van die Menslike Hulpbronne Afdeling, telefoonnommer 028-425 5500.

**Aansoeke wat na die sluitingsdatum ontvang word sal nie oorweeg word nie. Kandidate wat nie gekontak is teen 30 September 2019 moet hul aansoeke as onsuksesvol beskou. Geen aansoekvorms, CV's en / of kwalifikasies kan teruggeëis word van die munisipaliteit nie. Die Raad behou die reg voor om nie 'n aanstelling te maak nie.**

Application forms of Cape Agulhas Municipality are a prerequisite for consideration of an application irrespective of an accompanying CV, only fully completed application forms with certified copies of qualifications, certificates, driver's licence and identity documents will be considered. These forms can be hand in at Mrs. Janine Dixon-Kasira / Mrs. Nichole Arends or email to [recruitment@capeagulhas.gov.za](mailto:recruitment@capeagulhas.gov.za) at the Human Resource Division, telephone number 028 – 425 5500

**Applications received after the closing date by the human resources office will not be considered. Candidates who have not been contacted by 30 September 2019 must consider their applications to be unsuccessful. No application forms, CV's and / or qualifications can be reclaimed from the municipality. The Council reserves the right not to make any appointment.**

**DEAN O'NEILL, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51,  
BREDASDORP, 7280**