



Magareng Local Municipality is looking for a highly motivated, results orientated, suitably qualified and experienced individual to fill the following position:

## **ACCOUNTING SERVICES ACCOUNTANT**

### **REMUNERATION**

R212 352.00 Task Grade 12

### **REQUIREMENTS**

- B.Com Degree
- MFMP Certificate
- 5 years previous experience in Municipal Finance (Management)
- Computer Skills (Excel spreadsheet)

### **RESPONSIBILITIES**

- Assist in the provision of strategic directions of the municipality by means of compiling plans, coordinating and managing the activities of the expenditure services division to focus all the resources of the division at selected prioritized targets
- Manage the performance of the subordinates of the unit to ensure that efficient and effective services are maintained and that staff matters are dealt with in a proper manner
- Plan, coordinate and manage activities of the division to ensure the delivery of expenditure services
- Ensure a sustainable, transparent and accountable expenditure policy as well as the management thereof to align the division with the municipality's legislative requirements
- Develop, implement and control a policy of creditors management to ensure prompt payment of debt
- Deals with the payment of salaries within salary bill and travelling and subsistence to ensure that all employees receive their salaries
- Deal with petty cash of the municipality to ensure that all departments follow procedure.

### **BENEFITS: PENSION FUND AND MEDICAL AID**

**Note:** Application letters must be submitted together with certified copies of your qualification accompanied by a detailed CV and your ID/passport. Failure to submit the required document will result your application not being considered.

Correspondence will sent to short listed candidates only. It will be expected of the selected candidates to be available for interviews on a date, time and place as determined by Magareng Local Municipality. If you have not been contacted within one month of the closing date of this advertisement, please accept that your application was unsuccessful.

Forward application to: The Human Resource manager Eddie Thebe Magareng Municipality P.O BOX 10 Magrieta Prinsloo Street Warrenton 8530.

**Closing date: 17 September 2014**

Note: short-listed applicants are advised that they will undergo vetting and security clearance processes