

MAGARENG



MUNICIPALITY

PERSONNEL VACANCY

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

POST : MANAGER-ACCOUNTING SERVICES (EXPENDITURE)
SALARY: POST LEVEL: 14 (R474 589-R617 495 P.A)

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- A Bachelor's Degree in Accounting/ Finance/ Auditing and Economics or Equivalent
- 5 Years relevant Experience;
- Knowledge of the Municipal Financial Management Act No 56 of 2003.
- Excellent Computer skills with advantage knowledge of MS Excel.
- Ability to communicate effectively at all levels
- Ability to work under pressure.
- Valid Driver`s License will be an added advantage

KNOWLEDGE

- The ideal candidate is expected to display profound knowledge of Expenditure Management.
- Knowledge of Working with the Municipal Finance System (Solar) will be an added advantage.

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations of 20 September 2021.

Key Performance Areas

- Verifying and approving various payments to creditors and checking if vote numbers correlate with the approved budget.
- Reviewing vouchers before payment is made and ensure supporting documentation is attached.
- Review changes made in the payroll on monthly basis before the final file is imported to the bank for payment.
- Reviewing vote numbers for validity and reconcile the differences.
- Authorizing payments to be made electronically on the bank.
- Controlling supporting documents for validity regarding the date on the invoice, etc.
- Verifying whether no previous payment was made to prevent duplication.
- Review salary integrations and identify errors that reflect on the suspense account and post journals to correct errors identified.
- Review the preparation of Creditors Reconciliation, fruitless and wasteful expenditure and Investment Register.

- Contribute to the preparation of Annual Financial statements and provide inputs to the municipal budget and adjustment budget.
- Managing & coordinating all aspects related to Annual Financial Statements.
- Ensure AFS & reports are accurate, complete & in compliance with policies and regulatory reporting standards.
- Overseeing the preparation of interim and Annual Financial Statements.
- Prepare the Bank Reconciliation Statement on a monthly basis and Close it off on the financial system (Solar) at the end of the month.
- Implement council resolutions with regards to expenditure management.
- Analyse upper limits applicable councillors and senior managers to ensure correct remuneration.
- Review salary increases and changes to the upper limits of Councillors and Senior Managers.
- Managing and co-ordinate VAT payments to SARS and claim refunds.
- Assist Councillors and Senior Managers with structuring of their remuneration packages
- Sign off on the monthly declaration of PAYE, SDL AND UIF to be paid over to SARS.
- Manage the procurement of tools of trade for Senior Managers and Councillors(Cell phones and Laptops)

PLEASE NOTE

- The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it's EE Plan.
- No late or faxed applications will be considered.
- The ideal candidate who is recommended for appointment will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and should disclose financial interests.
- Magareng Municipality reserves the right to nullify or cancel the employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies or any other relevant legislation.
- Suitably qualified applicants must submit their application with a detailed CV, certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530.**
- Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
- The municipality reserves the right to appoint or not appoint any person.

Closing Date: 09 April 2025

**Enquiries can be directed to Mr Oregolele Mokwa (HR Manager)
Tel: 053 497 3111 during office hours (07:30 - 16:00)**