



HARRY GWALA DISTRICT MUNICIPALITY

BUDGET AND TREASURY OFFICE

DEPUTY CHIEF FINANCIAL OFFICER

- Salary Grade: R845 605.56 – R1 097 697.72 p.a. (T18) (plus applicable benefits)
- REF NO: BT/D 5/5/4/2/1

Requirements: • A Grade 12/Matric • NQF Level 8 in Financial Accounting/Commerce/Accounting or relevant qualification • 8 years' experience in a Financial Management environment of which 4 years' must be at management level • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or the attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007 • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Support the Chief Financial Officer in the discharge of his budgeting and reporting responsibilities • Assist the CFO with the planning, organizing, co-ordinating, motivating, exercising and control over activities of the accounting and budgeting Section • Advise the CFO with regards to the present and future resources needed • Responsible for the effectiveness and efficiency of the budgeting and reporting processes. Prepare the Departmental Business Plan. Collect budget inputs from the IDP priorities and HOD's. Obtain MIG allocations for the next budget year. Obtain SALGBC Circular on salary increments • Obtain DORA and provincial government allocations to municipalities. Collate legislative requirements relating to budget preparation, approval and monitoring. Prepare draft budgets from information gathered for initial tabling at Council. Collect budget submissions emanating from community participation from the Mayor's Office • Amend accordingly and submit draft final budget for consideration and approval • Supervise and monitor the Supply Chain Management staff that they adhere to Policy & Procedure stipulations • Monitor the facilitation of the functioning of the Bid Committee. Monitor the production and submission of reports as required by the SCM policy & regulations • Monitor the performance of subordinate staff and provide affirmative and corrective feedback as necessary • Recommend and ensure that staff is recommended for appropriate training by their respective Heads • Assist staff with queries and in the execution of their duties where necessary.

CHIEF ACCOUNTANT (BUDGET & REPORTING)

- Salary Grade: R415 144.56 – R538 856.40 p.a. (T13) (plus applicable benefits)
- REF NO: BT/D 5/5/4/2/2

Requirements: • A Grade 12/Matric • NQF level 7 in Financial Management/Public Finance or relevant qualification • 4 years' relevant experience • Knowledge of relevant/applicable legislation, regulations, and policies • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Analyze income trends and compiling forecast for inclusion into consolidate budgets outlining expected revenue generation based on tariff escalation and rates income through the expansion of the departmental budget sent to financial Services Department • Determine and execute strategies to balance the Operating and Capital Budgets, taking financial constraints into account that is balancing the needs with the available resources • Ensure the compilation and presentation of budgets and statement (including variance and explanation thereto) together with related reports to Council and its commitment for final approval by the legislated deadline dates with due regard for National Treasury requirements • Compile comprehensive financial reports, providing the necessary reasoning, legislative statement and/or applying researched outcomes to support the approval of the operating and capital budgets and financial statement for the Municipality • Prepare the annual budget and the adjustment budget.

Enquires should be directed to: The Human Resources Unit on (039) 834 8756/5504/8752/. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website www.harrygwalaadm.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to **The Municipal Manager for attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15H00, 19 JANUARY 2024.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER