



# HARRY GWALA DISTRICT MUNICIPALITY

## BUDGET AND TREASURY OFFICE

### ACCOUNTANT: BUDGET AND REPORTING

- **Salary Grade: (T12) R410 689.15 – R533 086.73 p.a.**
- (plus applicable benefits) • Ref No: BT N 5/5/4/2/1**

**Job requirements:** • A Grade 12/Matric • A National Diploma (NQF Level 6) in Accounting, Financial Management / Public Finance or relevant qualification • 3 years' experience in the relevant field. Experience with working with Solar/E-Venus Financial System will be an added advantage • Computer literacy-specific accounting software packages • A valid motor vehicle driver's license.

**Key performance areas:** • Interpret audited financial results with a view to investigating and preparing detailed comments and/or formulate and implement broad based solutions to achieve acceptable levels of financial performance and financial control • Manage and ensure that the budget measured against the vote is strictly controlled • Prepare the annual budget • Prepare the adjustment budget • Ensure that the timelines as set out in the MFMA are adhered to for preparation and approval of annual budget and the adjustment budget and provide budget document for public participation • Compile comprehensive financial reports, provide the necessary reasoning, legislative statements and/or apply researched outcomes to support the approval of the Operating and Capital budgets for the Municipality • Evaluate performance outcomes reports based on statistical methodologies and formulate and seek approval on the implementation of financially viable solutions.

### SENIOR STORES CLERK (UBUHLEBEZWE SATELLITE)

- **Salary Grade: (T6) R170 772.37 – R221 688.60 p.a.**
- (plus applicable benefits) • Ref No: BT N 5/5/4/2/2**

**Job requirements:** • A Grade 12/Matric • A National Diploma (NQF Level 6) in Accounting/Logistics/Supply Chain Management/Finance or relevant qualification • 1 year experience in Stores Management • Computer literacy in Microsoft packages.

**Key performance areas:** • Check the supplier documentation against physical items received and verify quantities against specifications prior to acknowledging receipt or record any short delivery/damages on such documentation • Code stock received in accordance with control procedures and position/place items in the appropriate store location • Attend the rotation of stock based on first in- first out principles and position/place items according to their "shelf-life span" • Monitor stock levels against established safety stock levels, identify slow moving or aged items and seek approval to change stock control levels or guidelines • Conduct stock counting sequences, apply control procedures using specific coding/labels to indicate counted stock and quantities • Update stock registers and control sheets, reflect opening balances, movement, and stock in-hand • Update and maintain records, file the records as per the approved filing system to facilitate retrieval.

**Enquiries should be directed to:** Human Resources Unit, on tel: (039) 834 5504/8752/8751/5524. **No faxed applications will be accepted.**

Applications must be submitted with a signed **Application Form** which can be found on our website: [www.harrygwaladm.gov.za](http://www.harrygwaladm.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/courier to: 40 Main Street, Ixopo, 3276, or e-mailed to: [recruitment@harrygwaladm.gov.za](mailto:recruitment@harrygwaladm.gov.za) to reach us no later than 15h00, 02 JANUARY 2026.**

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 have been identified.

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

**MR G.M. SINEKE: MUNICIPAL MANAGER**