

DANNHAUSER MUNICIPALITY (KZ 254)

INTERNAL ADVERTISEMENT

Dannhauser Local Municipality (KZ 254) is a Local Municipality incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

DEPARTMENT : BUDGET AND TREASURY OFFICE

POSITION : MANAGER: BUDGET AND REPORTING

POSITION TYPE : PERMANENT

SALARY : T16 OF A GRADE 2 MUNICIPALITY, PLUS NORMAL FRINGE BENEFITS

REF NO. : 06/09/23/1

ESSENTIAL REQUIREMENTS

- Grade 12 or equivalent
- A relevant tertiary qualification, preferably a National Diploma/ Degree in Finance (NQF Level 6/7)
- 5 years' or more relevant experience of which 3 years must be in middle management as an Accountant.
- Minimum Competency Qualification for finance officials as per Government Notice 40593 National Treasury No. 91 dated 03 February 2017.

SKILLS:

- Computer literacy (MS Office Applications)
- Good management, human relations, interpersonal and communication skills
- Analytical skills
- High level of responsibility
- Ability to give attention to detail
- Good understanding of risk and financial management
- Excellent presentation and project management skills
- Work after normal working hours, during emergencies and planned overtime.

FUNCTIONS & RESPONSIBILITIES:

- Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures.
- Implement accounting policies, systems and procedures to ensure sound financial practices.
- Responsible for legislated return forms in terms of the budgetary function and assisting with statutory reporting.
- Implement effective budget control management to ensure no overspending that may qualify as unauthorized expenditure.

- Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures.
- Coordinate in-service training and internship programs in terms of prescribed requirements.
- Attends to SDBIP monitoring, capturing information to assist in the operating and capital budgeting processes, adjustment budgets, performance assessments and management advise.
- Adhere to Supply Chain Management policies.
- Render management and line function administrative support services to the Section.
- Keep abreast of current developments, legislative changes and emerging trends in the profession.

PLEASE NOTE THAT NO APPLICATION BY E-MAIL OR FAX WILL BE ACCEPTED.

Applications should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Application marked "**MANAGER: BUDGET AND REPORTING**" shall be addressed to the Acting Municipal Manager, and handed in at the **Human Resource Office**.

Any enquiries relating to this advertisement may be directed to the Acting Director: Corporate Services, Mr SE Mkhize, who can be contacted on 034 621 2666 ext 709 during office hours commencing from 07H30 – 16H00, with a lunch interval between 13H00 – 13H30.

CLOSING DATE : **29 September 2023 at 12h00**


M.S. SITHOLE
ACTING MUNICIPAL MANAGER