

# 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: EXPENDITURE**

**POSITION TYPE : PERMANENT**

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

**REF NO. : 06/09/23/2**

### **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:**

- Develop and implement expenditure policies and procedures.
- Manage and control the expenditure department including the budget office through; Sound and accountable cashflow management,
- Costing Services
- Maintain Grant Register,
- prepare statistical reports for Management, Provincial & National Treasury
- Scrutinize and authorize expenditure transactions and salary runs.

- Administer Supply Chain Management Processes in line with SCM Policy and regulations.
- Provide advice and guidance on the budget, financial reporting AND expenditure processes.
- Manage and control the implementation of budget policies, systems and procedures, financial statement processes;
- Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
- Prepare and compile Annual Financial Statements (AFS) and implement procedures, systems and controls to ensure compliance to all relevant accounting standards.
- Ensure that the GRAP and National Treasury standards and guidelines be implemented with regard to Budget, Reporting and virement processes.
- Ensure compliance with the Budget and Reporting Regulations
- Functional and administrative liaison with managerial staff of government and provincial departments, Internal and External Auditors, other local authorities, and consultants.
- Manage and Control the personnel in the Expenditure Department.
- Report to Chief Financial Officer and Council on the functioning of the section, in relation to legislative compliance and implementation of Council policies and administrative procedures.

**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: EXPENDITURE**" 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**