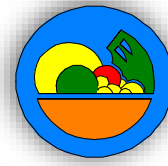




# GREATER TZANEEN Municipality



## VACANCY

The following position is advertised and applicants are invited to apply  
**FINANCE DEPARTMENT – EXPENDITURE DIVISION**

**ASSISTANT ACCOUNTANT ADMINISTRATOR**  
**(Job Id Nr. 3/2/2/004)**

**Salary: R385 515.00 per annum (Job level 6)**

The purpose of the job of an Assistant Accountant Administrator is to provide planners, decision makers, managers and evaluators at all levels with reliable relevant and timely information on both past, current and prospective costs. To determine the cost of a product, service or activity – labour, vehicle and material cost. Internal control, analysis management and planning. Fixing of rates, service charges, tariffs and cost recovery.

**Key Performance Areas:** ♦ Monitoring and supervising activities of staff to ensure that work is performed according to normal operating activities or ad-hoc instructions received from supervisor and reporting on activities ♦ Monitoring, administrating, calculating and reporting on jobs, projects and vehicle costs to ensure control ♦ Verifying and updating of tariffs, timesheets and monthly expenses to ensure effective administration support service delivery ♦ Reporting to managers, supervisors and project managers to ensure the effective conveying of information ♦ Compiling annual vehicle budget to ensure the accurate provision of information to management ♦ Administrating capital contract payments and register to ensure efficient and effective payment on time to contractors ♦ Performing general administrative tasks to ensure a proper administrative service delivery ♦ Influence with reports, documents, interaction and communication.

**Requirements:** ♦ National Diploma in Finance or equivalent ♦ Computer literacy ♦ Communication skills ♦ Attention to detail ♦ Four (4) years' experience ♦ Knowledge of how the system work regarding policies and by-laws ♦ Further studies in financial management and costing will be an advantage.

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***Applications on the compulsory prescribed application form and indemnity form  
([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)), a comprehensive CV and copies of certified certificates and ID  
copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24,  
TZANEEN, 0850***

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

**Closing date: 22 September at 15:00**

**Enquiries: Ms H Maake (015) 307 8381/2/8006**

Greater Tzaneen Municipality is an Employment Equity Employer

**MR MS LELOPE – Act. MUNICIPAL MANAGER**