



# GREATER TZANEEN Municipality



## VACANCY

### RE-ADVERTISEMENT

The following position is being re-advertised and applicants are invited to re-apply.

#### FINANCE DEPARTMENT

**1 X COMPLIANCE OFFICER: INTERNAL FINANCIAL CONTROL**  
(Job Id Number 3/0/0/004)

**Salary: R427 123.10 per annum (Job level 4)**

The job purpose of a Compliance Officer is to perform internal financial controls in the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account transactions; monitor procedural requirements to ensure relevant standards and goals are aligned to meet the department's and the council's objectives; ensure correct and timeously account rendering; guiding and developing personnel on the processing sequences and attending to specific administrative processes.

**Key performance areas:** The Compliance Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for the: ▲ *Financial control in order to ensure that accurate, proper and approved accounting procedures and standards are used and maintained by preventing unauthorized financial transactions to consumer accounts and to ensure proper financial control and accountability* ▲ *Financial control of non-metered and cash control service activities; control and co-ordinates processes, procedures and outputs in order to ensure that the inputs provide the required results in order to realize the required goals and objectives of the department and council* ▲ *Financial control of metered transactions in order to ensure that accurate, proper and approved accounting procedures and standards are used and maintained by preventing unauthorized adjustment to consumer accounts and to ensure proper financial control and accountability* ▲ *Provide inputs to the development and maintenance of systems, policies, procedures and processes in order to ensure laid down policies and procedures adhered to contributing to accountable administration of critical outcomes and income transactions* ▲ *Perform database evaluation control and co-ordinating enhancements to evaluate controls of the implementation of procedures and systems within the database environment in order to ensure operational efficiency of all systems are addressed* ▲ *Monitor and control on application of security and contingency planning to ensure the necessary protection ensuring that the securities comply with and is in place* ▲ *Controls and directs the outcome and handling of all mail received in order to ensure that all correspondence is replied within a reasonable time, thereby acting in a professional way and ensuring quality service.*

**Requirements:** B Degree or equivalent; Computer literacy; Certificate in MFMA training; Three (3) years relevant experience.

**Applications should be submitted on the prescribed compulsory 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 and their qualifications will be verified.

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: 17 February 2017 at 12:00**

**Enquiries: Mrs H Maake (015) 307 8384/8006.**

Greater Tzaneen Municipality is an Employment Equity Employer.

**SR MONAKEDI – MUNICIPAL MANAGER**

