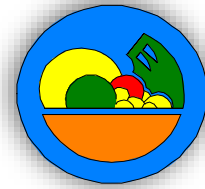




GREATER TZANEEN Municipality Vacancy



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

FINANCE DEPARTMENT (BUDGET AND TREASURY)

1X MANAGER: FINANCIAL SERVICES AND REPORTING

(Job Id Number: 3/1/0/001)

Salary: R541 715, 90 per annum (Job level 03)

The job purpose of a Manager: Financial Services and reporting – is plan and manage activities of financial services and reporting division, prepare the budget and financial statements to ensure proper budgeting processes and financial management through checks and balances in terms of the Municipal Financial Management Act, Chapter 4.

Key performance areas: The Manager: Financial services and reporting must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Plans and manages activities of division to ensure the delivery of financial reporting services ▲ Develops divisional vision and strategy and ensures implementation thereof to ensure achievement of divisional vision ▲ Manages performance of employees in the division to ensure productive service delivery ▲ Plans and manages utilisation of resources in order to perform activities ▲ Develops and monitors systems, policies, procedures and processes to ensure correct working operations and practices ▲ Performs human resources and administrative activities to ensure good employer – employee relationship and to promote a high level of employee moral ▲ Compiles financial statements to report on various financial aspects ▲ Manages and oversees compilation and control of annual operational and capital budgets to ensure that a realistic and affordable budget is approved ▲ Manages and oversees long and short term investment processes to ensure the most beneficial investment and to prevent losses to Council ▲ Performs loan processes to take up the most beneficial loan ▲ Performs client and public service functions to ensure proper communication.

Requirements: ▲ B COMM. Degree in Accounting, Financial Management or relevant qualification ▲ Municipal Finance Management Programme ▲ Mathematical skills, Negotiation and communication skills ▲ Attention to detail ▲ Advanced, computer literacy excel ▲ 5 years relevant experience in preparation of Municipal budget and reporting and Financial statements (GRAP) due to nature of the job that the incumbent will be performing under Budget and Treasury Department.

Applications should be submitted on the prescribed compulsory application form and indemnity form (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: 28 June 2019 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

MR SB MATLALA– MUNICIPAL MANAGER