



# GREATER TZANEEN Municipality



## RE-ADVERTISEMENT

## VACANCY

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

### FINANCE DEPARTMENT

**1 X SENIOR ACCOUNTANT (Expenditure)**

(Job Id Number 3/2/2/001)

**Salary: R402 946.32 per annum (Job level 4)**

The job purpose of a Senior Accountant is to have control over and supervision of salaries, creditors and costing subsections to ensure smooth flow of activities and that work is performed according to work plan. Maintain financial stability through smooth workflow and within cash flow budget. Statutory payments and creditors paid within stipulated payment due dates.

**Key performance areas:** The Senior Accountant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for:

- ▲ Ensuring that work is performed according to work plan, normal operating activities and ad-hoc instructions from supervisor and reports on activities performed
- ▲ Performing administrative and human resources related activities to ensure optimal usage of resources and the completion of administrative responsibilities
- ▲ Ensuring effective utilization, application and maintenance of equipment and material to ensure that equipment and material remain in a good working condition
- ▲ Ensuring optimization of computer system for capturing of accounting information to ensure the maintenance of the system
- ▲ Administering contract payments to ensure prompt payment of contractors
- ▲ Administering external loan payments to ensure prompt payment of loans to prevent penalties
- ▲ Monitoring and ensuring correct capturing of accounting information to reflect true information
- ▲ Ensuring effectiveness and standardization of expenditure processes for the organization to ensure alignment of internal processes with new technology.

**Requirements:** B Degree (with accounting as main subject); Computer literacy; Managerial skills, practical experience in financial statements and reconciliation; Attention to detail; Four (4) years experience.

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***Applications 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: 27 November 2015 at 12:00**

**PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR**

**Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.**

Greater Tzaneen Municipality is an Employment Equity Employer.

**SR MONAKEDI – MUNICIPAL MANAGER**