



GREATER TZANEEN Municipality VACANCY



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

BUDGET AND TREASURY DEPARTMENT

1 X ASSISTANT ACCOUNTANT (PAYROLL)
(Job Id Number. 3/2/1/004)

Salary: R 558 182. 52 per annum (Job level 6)

The job purpose of the Assistant Accountant (Payroll) is to administer payroll to ensure that benefits and deductions for both councillors and employees are paid.

Key performance areas: The Assistant Accountant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Administer benefits and deductions. ▲ Administer salary payments ▲ Administer the issuing of IRP5's ▲ Administer the AA88/ Third parties garnishes. ▲ Administer deductions of study bursaries re-payments.

Requirements: ● National Diploma in Cost and Management Accounting/ Accounting/ Financial Management or relevant qualification (NQF level 6), ● MFMP Certificate will be an added advantage ● Driver's license ● Two (2) years' relevant experience.

Applications on the compulsory prescribed 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.

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: 21 February 2025 at 15:00

Enquiries: Mr. TE Selowa (015) 307 8284/ 8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR D MHANGWANA – MUNICIPAL MANAGER