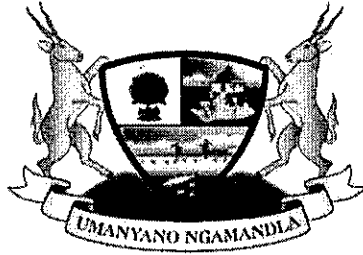


Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST : ACCOUNTANT: REPORTING**
DEPARTMENT : BUDGET AND TREASURY OFFICE
CONTRACT : PERMANENT
TASK GRADE : 11
REMUNERATION : R 266 521.00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ Possess a completed Degree or BTech in Accounting and Auditing (with Accounting III);
- ✓ Must have strong knowledge of Caseware;
- ✓ Must have a minimum of 3 years' experience in the preparation or auditing of Financial Statement;
- ✓ Must have proven understanding of GRAP (Generally Recognised Accounting Practice);
- ✓ Must be computer literate with the knowledge of MS Office Software Package (MS Word, Powerpoint and excel), advanced excel will be an added advantage;
- ✓ Must have proven working experience with excel;
- ✓ Ability to speak at least two official languages spoken within the Councils' area of jurisdiction and
- ✓ Must have a knowledge of MFMA, MSCOA and the Municipal Reporting Regulations.

KEY PERFORMANCE AREAS

- ✓ Drafting amortization schedules for finance leases and operating leases as per accounting standards requirements;
- ✓ Provision calculations and proposing corrections as per GRAP requirements for the following employee costs (leave accruals, long service bonus and annual bonus);
- ✓ Conduct GL clean-ups to ensure all transactions are correctly and timeously updated;
- ✓ Provide accounting support to other sections;
- ✓ Drafting of financial statements using the approved financial system;
- ✓ Collection and collation of information in preparation of the electronic and physical accounting file for audit purposes and
- ✓ Prepare in-year Reports

2. **POST** : **GENERAL EXPENDITURE CLERK**
DEPARTMENT : **BUDGET & TREASURY OFFICE**
CONTRACT : **PERMANENT**
TASK GRADE : **06**
REMUNERATION : **R130 643.00 basic salary per annum**

REQUIREMENTS

- ✓ Matric;
- ✓ National Diploma in Accounting;
- ✓ 6-12 months' relevant experience'
- ✓ Understanding of South African Local Government prescripts;
- ✓ To be fluent in two official languages (English and isiXhosa);
- ✓ Computer literacy and
- ✓ Must be able to work under pressure PSIRA.

KEY PERFORMANCE AREAS

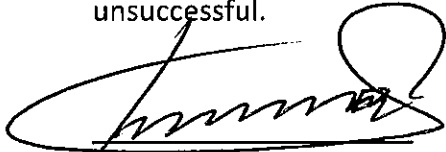
- ✓ Making general account payments and forwarding transaction reports to immediate superior;
- ✓ Checking and balancing the Municipality's petty cash register and reporting inconsistencies/spending patterns to immediate superior;
- ✓ Checking validity of invoices and completeness of vouchers, capturing the complying documents and vouchers and
- ✓ Capturing general transfers to and from investment accounts, on accounting system (Munsoft) and all debit orders on the Municipality's bank statement and forwarding information to immediate superior.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior

Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: Ms. N. Mshweshwe on 039-251 0230 during office hours. Closing date: 15/10/2020 @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION;
THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager