



ACCOUNTANT: ASSETS

DEPARTMENT: BUDGET & TREASURY
DIVISION: SUPPLY CHAIN & ASSETS MANAGEMENT
ANNUAL SALARY: TG12/1 R394 551.72 p/a
(Excl. Fringe Benefits)
REF: NLM004/24

Application(s) are hereby invited from experienced, suitably qualified, innovative, committed, and energetic individuals to fill the vacant post on a permanent basis.

MINIMUM REQUIREMENTS: Bachelor's Degree with Financial Accounting as major or equivalent NQF Level 7. Certificate in MFMP (if not in a possession of it, must be completed within 18 months from appointment date as per notice 29967 of 15 June 2017 on municipal regulations on minimum competency). Valid Code B drivers' licence *Knowledge of Municipal Finance Management Act will be added advantage.

EXPERIENCE: Minimum of 2 years' experience within municipal environment, specifically in Budget & Treasury office.

DUTIES: • Updating & maintaining the (Moveable & Immoveable) Asset Register in the Asset Management System and account for depreciation as per GRAP requirement and different expected useful lives of assets. • Assisting in performing asset verification in line with municipal policy and procedure. • Preparing a schedule of procured assets and forwarding such to the Assets Coordinator for insurance purposes and file all confirmations of insurance. • Ensuring that all assets are bar coded and are allocated according to custodians and recorded as such in the Asset Management System. • Reconciling the Fixed Asset Register to the General Ledger and analysing figures for each asset and category in the Financial Accounting System back to the Asset Management System on a monthly and quarterly basis. • Reviewing and compiling a list of assets to be disposed after Physical Verification of all assets. • Handle Municipal insurance claims and make sure that all pay outs are paid to the correct votes. • Any other duties as reasonably delegated by Management and as outlined in the job description.

ENQUIRIES: To be addressed to DG BOUWER (SELECTION & RECRUITMENT OFFICER) 083 733 6988/056 514 9200 during working hours.

competency). Valid Code B drivers' licence with proof of own car to perform required duties. Knowledge of Municipal Finance Management Act will be added advantage.

EXPERIENCE: Minimum of 2 years' experience at middle management level, of which at least two years must be revenue management and financial statements compilation related.

DUTIES: Revenue management • Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences. • Managing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reconciliation. of revenue accounts and the preparation of financial reports reflecting the Municipality's Income status. • Co-coordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying information/ records submitted satisfies the scope of requirements. • Monitoring the debtor age analysis to determine progress with recovery and/or seeking reasons for non-compliance. • Communicating with legal personnel and preparing and/or approving schedules detailing debts incurred, penalties due and legal costs. • Implementing Council policies relating to financial management. • Manage investment portfolio. Responsible for the compilation of Quarterly/ Yearly financial statements of the Municipality to reflect financial performance and position of the Council to all Stakeholders • Maintain the general ledger and vote structure to support GRAP and financial reporting standards and regulations. • Coordinate year-end financial procedures to ensure timely completion and publication of financial statements • Provide support to audit functions i.e. Internal Audit, Audit Committee, and Auditor General. • Render statistical financial administration and statutory financial reporting in terms of applicable legislation • Manage cash flow and investments • Ensure performance, integrity and security of the financial database • Provide financial management support to other departments to ensure correct implementation of policies, systems and procedures in accordance with GRAP and other reporting requirements • Verify, administer and process financial data in the financial system • Coordinate meetings and ensure professional administration and correspondences within the Division • Perform other reasonable duties as required by the Chief Financial Officer.

ENQUIRIES: To be addressed to K.J Mokolutlo (MANAGER: Human Capital & ICT) 056 514 9200 during working hours.

MANAGER: BUDGET & EXPENDITURE

DEPARTMENT: BUDGET & TREASURY
DIVISION: BUDGET & EXPENDITURE
ANNUAL SALARY: TG17/1 R784 855.35 p/a
(Excl. Fringe Benefits)
REF: NLM003/24

Application(s) are hereby invited from experienced, suitably qualified, innovative, committed, and energetic individuals to fill the vacant post on a permanent basis.

MINIMUM REQUIREMENTS: Bachelor's Degree Majored in Accounting or equivalent NQF Level 7. Certificate in MFMP (if not in a possession of it, must be completed within 18 months from appointment date as per notice 29967 of 15 June 2017 on municipal regulations on minimum competency). Valid Code B drivers' licence with proof of own car to perform required duties. Knowledge of MBRR. Knowledge of Municipal Finance Management Act will be added advantage.

EXPERIENCE: Minimum of 2 years' experience at middle management level, of which at least two years must be budget and expenditure management related.

DUTIES: • Develop and implement expenditure policies and procedures. • Manage and control the expenditure department including the budget office through; Sound and accountable cashflow management, and Costing Services. • Maintain Grant Register, prepare statistical reports for Management, Provincial & National Treasury, Scrutinise and authorise expenditure transactions and salary runs. • Provide advice and guidance on the budget, financial reporting and expenditure processes. • Manage and control the implementation of budget policies, systems and procedures, financial statement processes: • Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures. • Ensure that the MSCOA, GRAP and National Treasury standards and guidelines be implemented with regards to Budget, Reporting and virement processes. • Ensure compliance with the Budget and Reporting Regulations • Functional and administrative liaison with budget & expenditure division staff, managerial staff of government and provincial departments, Internal and External Auditors, other local authorities, and consultants. • Manage and control the personnel in the Expenditure Department. • Perform other reasonable duties as required by the Chief Financial Officer.

ENQUIRIES: To be addressed to K.J Mokolutlo (MANAGER: Human Capital & ICT) 056 514 9200 during working hours.

SECRETARY TO CHIEF FINANCIAL OFFICER

(PERMANENT)
DEPARTMENT: BUDGET & TREASURY
ANNUAL SALARY: TASK GRADE:
8/1 R223 312.55 p/a
REF: NLM005/24

Nala Local Municipality hereby invites suitable and qualified individuals to apply for the aforementioned position.

QUALIFICATIONS & EXPERIENCES: • Grade 12 and experience in the Office Administration. NQF Level 5 in Public Management/ Management Assistant/ Financial Management & Human Resource Management.

1-2 years' experience operating as a Personal Assistant to a Senior Manager.

REQUIREMENTS AND SKILLS: • Computer Literacy (MS Office applications) • Diary Management • Stakeholder and Meeting Management • Proficiency in at least 2 of the official languages of the Free State (read, write and speak) • Good human relations, interpersonal and communication skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Ability to deal with conflict situations • Ability to maintain confidentiality • Good telephone etiquette • Typing and report writing skills • Time management and planning skills.

FUNCTIONS & RESPONSIBILITIES: • Responsible for the office administrative activities, support and control the CFO's Office • Prepare and produce correspondence, circulate, retrieve and safe keep documents • Execute specific instructions and apply laid down procedures with respect to the coordination of the diary and specific meetings/ events of the CFO • Interact/ liaise with internal and external stakeholders to confirm arrangements and programs • Maintain and implement office efficiency by implementing office systems • Attend to and coordinate/ confirm travel, accommodation and specific business arrangements in accordance with Council policies • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keep abreast of current developments and emerging trends in the profession.

ENQUIRIES: DG BOUWER: SELECTION & RECRUITMENT OFFICER // 083 733 6988 056 514 9200..

Please note:

- The municipality reserves a right not to appoint any applicant to this position. ONLY hard-copy applications will be considered. No electronic or faxed applications will be accepted.
- If you have not been contacted within three (3) weeks of the closing date of the advertisement, please consider your application unsuccessful.
- NALA LOCAL MUNICIPALITY reserves the right to not make any appointment and to re-advertise before a short list is compiled.
- Applicants shall be penalised for canvassing the municipal employee or any stakeholder for appointment. The municipality is an equal opportunity affirmative action employer.

HOW TO APPLY: Please use a prescribed ANNEXURE B form obtainable from the (www.govpage.co.za), covering letter, detailed CV and originally certified copies of certificates to: Municipal Manager, Nala LM, Private Bag X 15, Bothaville, 9660 or Hand delivered to NALA Records Department, 08 Preller Street, Bothaville, 9660

CLOSING DATE: 05 November at 16h15

S.J LEHLOENYA - MUNICIAPAL MANAGER

MANAGER: REVENUE & FINANCIAL ACCOUNTING

DEPARTMENT: BUDGET & TREASURY
DIVISION: REVENUE & FINANCIAL ACCOUNTING
ANNUAL SALARY: TG17/1 R784 855.35 p/a
(Excl. Fringe Benefits)
REF: NLM002/24

Application(s) are hereby invited from experienced, suitably qualified, innovative, committed, and energetic individuals to fill the vacant post on a permanent basis.

MINIMUM REQUIREMENTS: Bachelor's Degree Majored in Accounting or equivalent NQF Level 7. Certificate in MFMP (if not in a possession of it, must be completed within 18 months from appointment date as per notice 29967 of 15 June 2017 on municipal regulations on minimum