

# **ELIAS MOTSOLEDI LOCAL MUNICIPALITY**

**P O BOX 48  
GROBLERSDAL  
0470  
Tel: 013-262 3056**



**Civic Centre  
2 nd Grobler Avenue  
GROBLERSDAL  
0470**

*Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.*

## **1x CHIEF FINANCIAL OFFICER**

### **REQUIREMENTS:**

- A Bcom Hons in Accounting or a degree in Finance, A chartered Accountant will be added advantages.
- Minimum of 3-5 years experience in financial management,
- Understanding and knowledge of finance computer systems,
- A sound knowledge of the Local Government Finance Management Act (MFMA),
- Treasury Regulations and other legislations, procedures and processes pertaining to local government finance,
- Registration with the institute of Municipal Finance Officers (IMFO) will be an added advantage.

### **RESPONSIBILITIES:**

- An incumbent must have proven track record of preparation of AFS
- The successful applicant will be accountable to the Municipal Manager/ Accounting Officer and responsibilities for the following:
- Managing and responsible for the planning, organizing, coordinating , delegating and control of all the activities and the staff of the Treasury Department, inclusive of Supply y Chain Management Services
- Management of financial risk , internal audits, budgets and the Treasury Office
- Performing budgeting, accounting ,analysis, financial reporting, cash management, debt management , review and other duties as any be delegated in terms of the MFMA by the Accounting Officer
- Responsibility for the compilation of financial statements and the control of bank accounts,
- Responsibility to ensure full compliance with the MFMA and the financial regulations and keeping abreast with circulars and legislation affecting this municipality,
- Advising the Accounting Officers on the exercise of powers and duties assigned to the accounting officer in terms of the MFMA,
- Advising senior managers and other senior officials on the exercise of powers and duties assigned to them in terms of the relevant sections of the MFMA
- Ensuring the implementation of generally accepted Municipal Accounting Practices(GAMAP)
- Accepting overall responsibility and accountability for all income, expenditure, assets and the discharge of the Council's liabilities.

**1xMANAGER REVENUE T15**  
**REMUNERATION: R308 784,00**  
**DIRECTORATE: BUDGET AND TREASURY**  
**DIVISION: REVENUE**

**MINIMUM QUALIFICATIONS:**

- **REQUIREMENTS:**
- B.Com Degree majored in Accounting.
- High level of computer literacy.
- 2 -5 years experience in Local Government environment.
- Ability to communicate effectively.

**RESPONSIBILITIES/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.

**PLEASE NOTE:** Each applicant must submit the following:

- A signed applicant letter
- Comprehensive CV
- Certified copies of qualifications
- Certified copy of Identity document
  - 1) Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful
  - 2) A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment
  - 3) All shortlisted candidates shall be subjected to security vetting
  - 4) The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications for the position should be forwarded to:

**The Human Resource Manager**

**Mr L. M Mafiri**

**P.O. BOX 48**

**GROBLERSDAL**

**0470**

NB: Faxed and e-mailed applications shall not be accepted.

For further information please contact

**The Human Resource Manager Mr L. M Mafiri**

During working hours at

Tel: (013) 262 3056/7/8/9 (During office hours)

Closing date: 19 September 2012

**Ms. M.M Mtsweni**

**Municipal Manager**

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