Ubunta Municipality



EXTERNAL ADVERTISEMENT

NOTICE NUMBER:04/2024

DIRECTORATE: BUDGET AND TREASURY OFFICE

BUDGET AND TREASURY OFFICER

Ubuntu Local Municipality with its headquarters in Victoria West, invites suitable qualified candidates to apply for the above-mentioned position. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

REMUNERATION: T 11 R 323 124.00 PER ANNUM

FRINGE BENEFITS

- > 13 th Cheque
- Pension fund
- Medical Aid Benefits
- > Housing and leave

MINIMUM REQUIREMENTS:

- ➤ Grade 12
- > B Comm Accounting/ National Diploma Financial Management/National Diploma Accounting.
- > Understanding the application of Asset Management and Assets Management systems.
- Understanding and Knowledge of Financial Computer Systems
- > Understanding of Municipal Finance Management Act (MFMA) and Treasury regulations and other legislation, procedures and processes pertaining to Local Government Finance
- Experience in the compilation of a municipal budget/adjustment budget.
- > Experience in the compilation of Annual Financial Statements of a Municipality
- > Experience in the compilation of the finalisation of the audit of the Annual Financial Statement of a Municipality
- > Experience in the compilation and implementation audit action plans
- Experience in the Supply Chain Management function in a Municipality
- ➤ Knowledge of mSCOA
- > A valid driver's license

KEY PERFOMANCE AREAS

- > Responsible for maintenance of the Asset Register
- > Fleet Management and Control
- > Responsible for the assistance of the complitation Annual Financial Statements
- > Responsible for the compilation of the Audit Action Plan (both internal and external audits) and oversight role to ensure all items included in the Audit Action Plan are attended to during the year.
- > Assist with compilation of Annual Report
- > Assist with bank reconciliations
- > Responsible for the compilation and implementation of the Municipality's Budget/Adjustment Budget and SDBIP
- > Responsible for completion and submission of all MFMA monthly/quarterly/halfyearly/yearly reporting
- > Responsible for ensuring that the MFMA and financial regulations are adhered to by the Municipality.
- > Responsible to ensure that the Asset register and system is updated regularly.
- Compliance with mSCOA
- > Any reasonable task that may be assigned by the Finance Manager and the chief Finance Officer.

Interested persons are requested to forward a comprehensive Curriculum Vitae together with certified copies of qualifications to the Municipal Manager. Applications can be emailed to recruitment@ubuntu.gov.za.

CLOSING DATE: 30 AUGUST 2024

- Canvassing for appointment will automatically be disqualified
- If no reply to your application has been received within thirty (60) days of the closing date, you should consider your application as being unsuccessful
- . No late, application will be accepted.
- No applications will be considered without certified copies of the original documents

2024 -08- 13

Email: mm@ubusis...

Correspondence will be limited to short-listed candidates

** Tel: (053) 621 0026

Mrs. L'S'ITUMELENG MUNICIPAL MANAGER

Ubuntu Local Municipality

Private Bag X 329

Victoria West

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