



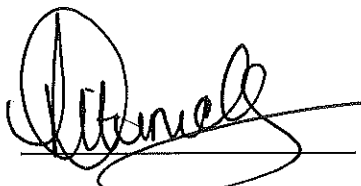
## KEY PERFORMANCE AREAS

- Responsible for maintenance of the Asset Register
- Fleet Management and Control
- Responsible for the assistance of the compilation 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/half-yearly/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](mailto: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
- ❖ Correspondence will be limited to short-listed candidates



**Mrs. L. S. ITUMELENG**  
**MUNICIPAL MANAGER**  
Ubuntu Local Municipality  
Private Bag X 329  
Victoria West  
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