

Ubuntu Municipality



INTERNAL ADVERTISEMENT

NOTICE NUMBER: 11/2022

DIRECTORATE: FINANCIAL SERVICES

POSITION: PAYROLL CLERK

Ubuntu Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

REMUNERATION: T 6

MINIMUM REQUIREMENTS:

- Three year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and Auditing among others.
- Matric or an appropriate level of Secondary education (NQF Level 4)
- Computer Literacy
- At least two (2) years' experience.
- Ability to maintain high level of confidentiality.
- Good communication skills.

KEY PERFORMANCE AREAS INCLUDE BUT NOT LIMITED TO:

- Attends to the application of specific processes associated with updating the Payroll System parameters
- Execute specific procedures and application associated with the verification and processing payroll information
- Checking information adjustments and calculations prior to extracting and forwarding the salary report and schedules for approval
- Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through the processing of relevant
- Preparing schedules to reflect statutory and other relevant returns, forwarding to the immediate superior for approval and submitting approved reconciled schedules to the respective institution
- Printing and distributing member's income tax certificates, reconciling and seeking approval from the immediate superior prior to creating and forwarding electronic income tax data file to the Receiver of Revenue.

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- Ensure that Payroll reconciliations are in place and 3rd party payments are made • Assist with Auditor General and AFS preparations
- Perform any other related duties as required

NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants. Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID and covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager; Ubuntu Municipality; P.O Box X 329 ; Victoria West 7070; or Hand delivery to 78 Church Street, Victoria West 7070.


CLOSING DATE: 04 NOVEMBER 2022

NB: Applicants without required documents will not be considered. Enquiries can be directed to Human Resources Officer Ms. V. Tieties during working hours on: 053 6210 026 and should you not hear from us within 30 working days after closing date please consider your application as unsuccessful.

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FAXED OR EMAILED APPLICATIONS AND THOSE WITHOUT ACCOMPANYING DOCUMENTS WILL NOT BE CONSIDERED.

APPROVED BY:


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**MR. D. MOLAOLE
ACTING MUNICIPAL MANAGER**