

Ubuntu Municipality



INTERNAL ADVERTISEMENT

NOTICE NUMBER:13/2022

DIRECTORATE: FINANCIAL SERVICES

POSITION: BUDGET AND TREASURY CLERK (1)

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

FRINGE BENEFITS

- 13th Cheque
- Pension fund
- Medical aid fund
- Leave benefits

MINIMUM REQUIREMENTS:

- Three year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and Auditing among others.
- Grade 12
- 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:

- Assist with the preparation of the Municipal Budget
- Inform departmental heads whether unit/departments budget has depleted their votes
- Assist with MFMA and all monthly /quarterly /Half yearly and annual reporting.
- Assist with the compilation of the Annual financial statements
- Assist with the Annual report of the Municipality
- Assist in handling audit queries, combining with training
- Ensure that expenditure levels are according to budgets
- Assist with bank reconciliation

- Prepare and manage budget process as per key deadlines in MFMA, Chapter 4. Prepare presentations re this on request.
- Any reasonable task that may be assigned by the CFO

CLOSING DATE: 04 NOVEMBER 2022

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.

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:



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