

Ubuntu Municipality



menswaardigheid - hoop - erfenis  
ubuntu - ubumbha - izithohe  
humanity - hope - heritage

**NOTICE NUMBER: 04/2023**  
**DIRECTORATE: FINANCIAL SERVICES**  
**POSITION: FINANCE MANAGER**

**Ubuntu Local Municipality invites applications from suitable and qualified candidates to fill the abovementioned vacant position within its establishment.**

**REMUNERATION:** T13 - plus normal benefits applicable to local government.

**REQUIREMENT AND EXPERIENCE:** The candidate should hold as a minimum, Bachelor's degree or a three-year National Diploma with majors in Accounting, Economy, Finance or Auditing. A post-graduate qualification would serve as an added advantage. A minimum of 3 years' experience in financial management in a local government environment. Practical experience in the implementation of the MFMA, Debtors Management, Credit Control, MSCOA, Asset Management and AFS (municipalities), SCM and all applicable legislation in the local government sector. A member of a professional body (auditing/accounting) will be an added advantage. Compilation of Annual Financial Statements and audit file. Previous experience in effectively leading teams/workstreams. Good interpersonal and reporting skills.

**SKILLS AND COMPETENCE REQUIRED:** Strategic financial management, strategic leadership and management. Operational, financial, management. Financial and performance reporting. Legislation, policy and implementation. Supply chain management. Audit and assurance.

**KEY PERFORMANCE AREAS:** Reporting directly to the Chief Financial Officer. The incumbent will be expected to perform all the duties attached to the office of the CFO, including inter alia, the following:

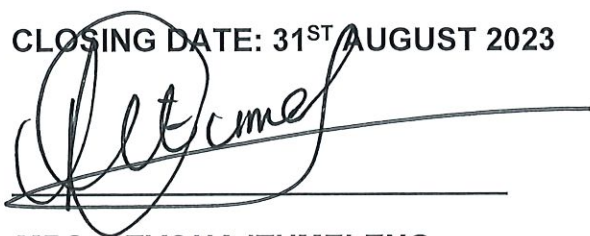
- Providing strategic support to the office of the CFO in relation to the day-to-day financial management matters of the municipality
- Preparing and implementing the municipal budget
- Ensuring the achievement of value for money in the financial management activities of the municipality
- Ensuring compliance with systems for accounting and financial reporting, as required by the MFMA

- Provide advice to management regarding matters relating to budgeting, accounting, analysis, financial reporting, cash management, debt management and other functions as *may* be delegated to the CFO from time to time
- Making inputs on matters relating to financial and economic strategies, policy formulation and revision, development and implementation of appropriate financial policies, procedures and rules applicable to the municipality
- Ensuring timeous submission of all reports to Council and Treasury, as prescribed by various legislation and Treasury Circulars
- Monitoring the development and implementation of the SDBIP, SCM, process and all applicable financial management procedures in the municipality
- Continuously monitoring and controlling the effectiveness of the accounting systems and practices
- Compilation of financial statements and systems
- See to the establishment and functioning of an Audit Committee
- Provision of support to carry out internal and external audit. Comments on and rectification of audit queries and audit action plans. Alignment of budget with the IDP.

**GENERAL:** Certified copies of the identity document, qualifications, driver's license and two references or testimonials not older than 3 months, together with a detailed CV, must accompany your application and can be submitted to Ubuntu Municipality or emailed to [recruitment@ubuntu.gov.za](mailto:recruitment@ubuntu.gov.za).

**No late applications will be considered.** Applications must reach the office of the Municipal Manager on/ or before the closing date and time. **WOMEN, YOUTH AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.** Should you not hear from within 2 months of the closing date of this position, consider your application unsuccessful. All applications must be directed to the Municipal Manager:

**CLOSING DATE: 31<sup>ST</sup> AUGUST 2023**



**MRS. LEVONA ITUMELENG  
MUNICIPAL MANAGER  
UBUNTU LOCAL MUNICIPALITY  
PRIVATE BAG X 329  
VICTORIA WEST  
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