



FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

ADVERTISEMENT

DEPARTMENT: FINANCE

VACANCY: SENIOR ACCOUNTANT (SALARIES AND CREDITORS)

Ref. no: 02/19

PERMANENT POSITION

TASK 14

Basic salary: R329 448.00 – R427 668.00 per annum (plus benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque)

Requirements: The applicant must be in possession of a B. Degree/National diploma in accounting or finance. A Minimum of three to four years relevant experience in the financial accounting environment. A valid code B driver's license. Computer literacy knowledge of Microsoft Office (especially Excel and Word). Knowledge of GRAP and Municipal Finance Management Act. Excellent knowledge of budgeting, accounting and financial reporting.

Key performance areas: Co-ordinating tasks associated with the payment of Creditors, attending to queries, updating and verification of transactional information against system records and, extraction of specific reports in order to ensure instructions, reporting deadlines and outcomes are accomplished in accordance with laid down guidelines and applicable procedures. Accessing system records to establish budgetary provisions with respect to payment requirement. Capturing payments as processed on financial system on banking system for release by council's authorized signatories. Checking & verifying petty cash replenish documentation against information supplied by sub ordinate to replenish cash. Monitoring the payments against contract terms and/ or allocation schedules, identifying and forwarding anomalies for correction or approval of adjustments. Checking and verifying Creditor statement against remittance advice, identifying with outstanding payments for reporting purposes as received from Supply Chain Management. Maintaining and updating investments records, detailing term, interest rate and maturing dates. Preparing the Cashbook reconciliation, detailing outstanding cheques, total payments and total receipts, against the bank statement. Administering approved deductions (loans, medical, pensions, unemployment insurance, garnishee orders, etc.), referring to printouts to establish payment amounts. Maintaining and updating investments records, detailing term, interest rate and maturing dates.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse or Ms. Lesedi Thomas, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

Closing Date: 15 February 2019

MUNICIPAL MANAGER, MS ZM BOGATSU