



# 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 vacancies:

**RE-ADVERTISEMENT  
(APPLICANTS WHO APPLIED PREVIOUSLY MUST RE-APPLY)**

**DEPARTMENT: FINANCE  
VACANCY: SENIOR ACCOUNTANT: SUPPORT SERVICES**

Ref. no: 07/25

**PERMANENT POSITION  
TASK: 13**

**Basic salary: R423 708.00 – R549 984.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque).**

**Requirements:** The applicant must be in possession of a National Diploma or BCom degree in financial management/accounting/economics majoring in finance. A Minimum of 3-4 years relevant experience in accounting/financial management. A valid code 8 driver's license. Computer literacy. The successful candidate must be willing to travel within the district. Excellent knowledge of budgeting, accounting and financial reporting.

**Key Performance Areas:** Providing support internally and to the local municipalities in the District with the preparation and control of the budget processes and maintenance of accounting records and execution of guidelines relating to the calculation and forecasting of income and expenditure, financial transaction. The updating, adjustment of financial recordings and preparation of summary reports reflecting the financial status and performance in order to ensure financial planning and reporting procedures and timeframes are complied with. Provide internal and external support with capacity building in financial management and reporting. Building capacity for the implementation of the audit action plan to address key issues raised by the Auditor General. Making available information and explaining specific requirements relating to the budget processes. Participating in the reviewing processes relating to financial policies and by-laws. Making available guidelines and explaining procedures relating to the reconciliation of ledger accounts. Providing guidelines and attending to specific accounting applications relating to the preparation of section 71 and 72 reports. Compiling financial and non-financial questionnaires for submission to various institutions or regulatory bodies (i.e. SA Statistics, National Treasury). Attending to the verification of financial information that has been prepared and indicating specific adjustments/corrections required to regularize transactional records. Compiles National Treasury submissions and Division of Revenue Act (DoRA) returns. Preparing consolidating schedules according to the prescribed reporting framework and providing the relevant explanation for any variation/ exception. Ensure that accounting records are reconciled in accordance with accounting practices and procedures and within the specified timeframe.

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 originally certified copies of ID and qualifications not older than 3 months.

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](http://www.francesbaard.gov.za). Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED. Successful candidates will be subjected to a compulsory reference and validation checks. The District Municipality reserves the right to make no appointments.

Closing Date: 31 March 2025

MUNICIPAL MANAGER, MS ZM BOGATSU