

RICHTERSVELD MUNICIPALITY

VACANCY

ASSISTANT ACCOUNTANT

Richtersveld Municipality is an equal and affirmative action employer. Applications from persons who are interested should be completed on the prescribed application form of the Council and should be submitted at the Head Office in Port Nolloth.

REQUIREMENTS

- At least a relevant qualification in Accounting / Finances / Economics
- Candidates must have a minimum of four (4) years' experience at middle management level in Local Government or Public Sector.
- Candidates must be able to apply sound financial management at strategic level.
- Candidates must be computer literate, have good communications skills
- A valid driver's licence
- Certificate in Municipal Financial Management

KEY PERFORMANCE AREAS

- Training and reporting on financial officials and financial interns;
- Reporting on different Grants and MFMA compliance;
- Assistance to clerks on the completion and submission of statistical reports to stakeholders;
- Assist in preparation and implementation of the budget within the legislative timeframes;
- Completion of the Annual NERSA D-Forms;
- Member of the Evaluation Committee;
- Assisting external auditors with requests for information;
- Compilation and submission of council items with regards to SCM and Expenditure Issues;
- Ensure payments that are made meet the MFMA requirements and authorise the online banking payments;
- Financial planning and reporting;
- Manage personnel and their performance;
- Expenditure control;

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting and bookkeeping terminology and practices;
- Knowledge of automated accounting systems (Promun);
- Ability to compare data from a variety of sources for accuracy and completeness;
- Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes;
- Ability to compose routine correspondence and reports;
- Ability to select and compile data for statements, expenditures, revenues, accounts, and reports;
- Ability to reconcile and/or balance financial transactions and accounts;
- Ability to perform the most complex and difficult assignment as approved by Council;
- Ability to explain instructions and guidelines and train others effectively.

ALL INCLUSIVE SALARY PACKAGE

- **R413 195.90**

CLOSURE AND ACCEPTANCE

Closing Date: **10 JANUARY 2020 @ 13H00**

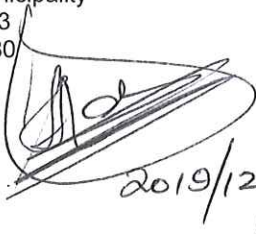
Certified copies of your Identity document, license, certificates as well as references not older than 1 year, together with a Curriculum Vitae should accompany your application. **UNCOMPLETED APPLICATIONS WILL NOT BE CONSIDERED.** If you do not hear anything from us within 14 days after the closing date, you should accept your application as unsuccessful. No late applications would be considered. If requirements are not met, there is no need to apply. Applications should be submitted before or on the date and time as advertised, to the Head Office in Port Nolloth. **WOMEN, YOUTH AND PEOPLE WITH DISABILITIES ARE WELCOME TO APPLY.**



SUBMIT APPLICATIONS TO:

The Acting Municipal Manager
Richtersveld Municipality
Private Bag X113
Port Nolloth, 8280
18/12/2019

Tel: (027) 851 1111
Fax: (027) 851 1101


2019/12/18