



## JOZINI MUNICIPALITY

(KZ 272)

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The Jozini Municipality is an equally opportunity employer and subscribes to an affirmative action programme, which is non-sexist discriminatory and based on merit, by the following positions, the Jozini Municipality is seeking for dynamic individuals to assist the Municipality in achieving its objectives.

### **BUDGET OFFICER**

**SALARY SCALE: R 180 000 – R 192 000 per annum (Total cost to employer)**

**REF : 043**

**Fringe benefits: 13<sup>th</sup> cheque, group life, medical aid scheme, pension/provident fund and housing subsidy**

### **REQUIREMENTS:**

- A Degree/National Diploma in Accounting/cost and management or relevant qualification
- Two years budgeting or management accounting experience
- Knowledge of the **MFMA** and treasury regulations
- Knowledge and understanding of budgetary process
- Computer literacy (MS Word, MS Excel and MS Power Point)
- Experience in financial systems, problems solving and planning skills will be an advantage

### **KEY RESPONSIBILITIES:**

The incumbent will report directly to the **Finance Manager** and responsible and accountable for the following:

- Preparation of budget
- Monitors and control the budget, commitments, cash flow and expenditure
- Prepares monthly and quarterly management reports in accordance with prescribed prescripts
- Requests virements of budget when the need arise
- Reconciliation of grants, **MIG** reports, **DORA** reports
- Reports to all budget related issues
- Assists in completion of annual financial statement