



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 5721269 Email: bnyawo@jozini.org.za Fax: (035) 5721423

JOB ADVERTISEMENT

POSITION : ASSISTANT MANAGER EXPENDITURE

DEPARTMENT : BUDGET AND TREASURY

LOCATION : JOZINI MUNICIPALITY

JOB GRADE : T12 (R199 850.00 ALL INCLUSIVE)

REPORTS TO : FINANCE MANAGER

CLOSING DATE : 29 NOVEMBER 2013

A vacancy exists for above position

OBJECTIVES

Co-ordinate and controls the application of accounting procedures within the branch by attending to the verification, reporting, processing and reconciliation of expenditure accounts, guiding and developing personnel on the processing sequences and controlling the effective implementation recordkeeping and data management procedures to facilitate recovery/retrieval of accounting.

OUTPUTS

- Analysing and approving expenditure recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Providing support with regards to the consolidation of expenditure transactional information to facilitate the production of financial statement.
- Preparing statistical reports depicting short to medium term expenditure trends inclusive of explanation to support specific deviations.
- Interacting with the external and internal auditors and make available information, supporting documents and proofs of approval guiding specific records, adjustment and allocation of expenditure accounts.
- Reconciling creditor's accounts and claims (insurance claims, fuel, salary) and proceeding with the posting and balancing of ledger accounts.
- Providing guidelines/guidance to personnel on the application of procedures.
- Implementing remedial measures/ corrective action to align performance and output against agreed standards.
- Instituting disciplinary action for non conformance and serious breaches to terms and conditions of employment/ codes of conduct.
- Planning daily expenditure activities to maintain the General Ledger
- Performs bank reconciliations, creditors reconciliation , accounts payable transactions, monthly expenditure allocations,
- Cash Management including investment activities



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- Maintains organized set of detailed records and files to document financial transactions
- Reviews general ledger on a monthly basis to ensure accuracy of posting
- Produces monthly expenditure reports as well coordinates monthly, quarterly and annual expenditure activities
- Implements recommendations to improve expenditure processes and procedures
- Oversee the processing of requisition, ordering and invoicing processes and verification of source documentation accompanying these processes
- Managing the interface between the Municipal accounting and payroll systems and certifying the validity of payments and payrolls to be processed
- Oversee the process of payment including non- payroll, compensation payments and claims
- Verification of suppliers banking details captured on the accounting system
- Processing of all expenditure transaction on the pastel system
- Verification of creditors and payroll reconciliations and facilitate the interface of payroll into the accounting system
- Safeguarding of all expenditure source documentation and expenditure reports
- Processing of Transfers and grants subsidies expenditure
- Interim and annual reporting on all conditional grants and subsidies
- Preparation of expenditure reports for purposes of Section 71 & 52 reporting
- Preparation of all monthly VAT transactions and Reports
- Performs other duties assigned or required

COMPETENCIES

Skills and Knowledge

- Ability to work independently with little supervision
- Ability to work with a great degree of accuracy pay attention to detail and accuracy
- Knowledge of operating and capital budget concepts
- Ability to analyze financial data and to prepare accurate reports in a timely fashion.
- Must be able to work effectively under direct supervision
- Must be able to able to follow verbal and written instructions from supervisor(s)
- Knowledge and ability in the use of pastel and software applications such as word, excel and PowerPoint
- Ability to communicate effectively both written and verbally
- Ability to work effectively both written and verbally
- Ability to exercise initiative and sound judgment and to react with discretion under varying condition
- Ability to establish and maintain effective and appropriate relationship with all municipal stakeholders with public with specific reference to creditors and internal customers



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REQUIREMENTS

Qualification

- Financial Diploma/Bcom Degree or equivalent qualifications (NQF Level 6)
- Computer literacy
- Driver's licence

Experience

- At least 2-3 years' experience in purchasing, accounts payable and cash management
- Experience working with Pastel Financial Management System

The Jozini Municipality approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

All applications should be accompanied by a comprehensive CV, together with certified copies of qualifications, ID copy, and Driver's licence to be forwarded for attention of the Human Resource Manager of Jozini Municipality at Private Bag X028, Jozini, 3969 or hand delivered to Jozini Municipality Offices, Circle Street, Bottom Town, Jozini, 3969.

Incomplete CV's will not be considered and **FAXED AND EMAILED APPLICATION WILL NOT BE ALLOWED.**

Approved by Municipal Manager Yes/ No

Signature: _____

Date: _____

MR. B. NTULI MUNICIPAL MANAGER