



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 572 1292 Email: bnyawo@jozini.org.za Fax: (035) 5721266

Position : **Manager Finance**
Department : **Budget and Treasury**
Location : **Jozini Local Municipality**
Job Grade : **T16 (319 151.00 plus other benefits)**
Reports to : **Chief Financial Officer**
Closing Date : **08 June 2013**

A Vacancy exists for the above position

The Job Content is described in terms of the Objectives and Outputs

OBJECTIVES

The post is responsible for assisting the Chief Financial Officer in the general day to day financial and operational management of the BTO office inclusive but not limited to the implementation of financial management policies and procedures, financial management support, finance performance & reporting as well as effective management of the organizational resources.

OUTPUTS

- Supervise and Manages the Expenditure, Revenue , Asset Management , Investments , Payroll & Budgeting Sections
- Assist with the compilation of the annual budget, adjustment budgets, financial reports and annual financial statements
- Assist the CFO and Senior Managers in the timeous preparation of monthly, quarterly and annual financial reports to relevant standards
- Ensures policy and procedures implementation
- Ensures the maintenance of internal controls for the Expenditure, Revenue, Asset Management and Budgeting sections
- Ensures that the municipality complies with all its tax issues and other related issues inclusive of but not limited to pension, medical aid and UIF
- Ensure that all monthly accounts are maintained and closed at the month-end and are reconciled with all the financial records



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COMPETENCIES

Skills

- Excellent Communication Skills both Verbal and Written
- Ability to apply generally accounting principles with special emphasis on general Financial Management and reporting
- Well-developed accounting skills, analytical , interpretation and problem solving skills
- Attention to details and high levels of accuracy
- Very effective organization, planning, monitoring and management skills
- Ability to establish and maintain effective working relationships with the accounting, audit, officials as well as in the National and Provincial Spheres of Government
- Computer skills including the ability to operate and manage computerized financial, VIP Payroll, Pastel Financial and Caseware financial system
- Information systems, **MS Word, Excel, PowerPoint and Microsoft Outlook** a highly proficient level.
- Excellent time management skills

Technical Knowledge

- Generally Recognized Accepted Accounting Principles
- Preparation of financial reports
- Payroll systems and reporting
- General financial Management and administration
- A thorough understanding of relevant and applicable legislative and regulatory framework
- Driver's License
- Computerized Accounting programs which includes **Pastel Evolution, VIP Payroll system and Case Ware**



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REQUIREMENTS

Qualifications

B.Comm Degree in Accounting and Finance or Equivalent (NQF Level 7), MFMA
Competency Requirements

Experience

5 years related experience in Financial Management or Accounting of which **2 years at the supervisory level** in Financial Management (Revenue and or Expenditure Manager)

The Jozini Municipal 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 License** are to be forwarded for the attention of the **HR Manager of Jozini Municipality at Private Bag X028, Jozini, 3696.**

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