



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 : **Manager: Financial Reporting & Compliance**
DEPARTMENT : **Finance**
LOCATION : **Jozini Municipality**
JOB GRADE : **T16 (284 256.00)**
REPORTS TO : **CFO**
CLOSING DATE : **01/03/2013**

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 financial and statistical reporting, variance analysis, financial and account preparation and reconciliation, compliance with all the relevant legislated financial requirements.

OUTPUTS

- Responsible for the compilation and production of financial statements and statistical reports, as required.
- Prepares reports comparing actual departmental and program results to the budget, and, in consultation with CFO, interprets variances as required.
- Prepares the consolidated monthly financial statements and reports on a timely basis as well as prepare written explanation of the financial statements and reports.
- Prepares internal monthly and quarterly financial statements as well as external reports as required by Provincial and National Departments.
- Acts as resource person for interpretation of statistical and financial statements and reports.
- Assists in preparing annual operating and capital budgets for the municipality, in cooperation with managers and CFO
- Maintains all capital asset records and depreciation schedules
- Reconciles assigned general ledger accounts on a regular basis.
- Assists in preparation of year-end audit file.
- Perform other related duties as assigned.



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COMPETENCIES

Skills:

- Communication Skills both Verbal and Written
- Ability to apply generally recognized accounting principles with special emphasis on municipal governmental and reporting
- Well developed accounting skills and analytical and problem solving skills
- Attention to details and high level of accuracy
- Very effective organizational skills
- Ability to establish and maintain effective working relationships with the accounting, audit officials as well in the National and Provincial Spheres of Government
- Computer skills including the ability to operate and manage computerized financial, payroll
- Information systems, MS Excell, PowerPoint and Inbox at a highly proficient level
- Time management skills

Knowledge:

- Generally Recognized Accepted Accounting Principles
- Preparation of financial statements and financial reports
- Payroll systems and reporting
- General financial management and administration
- A thorough understanding of relevant and applicable legislative and regulatory framework
- Drivers License
- Computerized accounting programs such as Pastel Evolution and Case Ware

REQUIREMENTS

Qualifications:

- B. Com Degree in Accounting and Finance or Equivalent (NQF Level 7)

Experience:

- 5 years related experience in financial management or accounting of which 2 years at the supervisory level in financial reporting

The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

Please forward your application to HR Manager Jozini Municipality, Private Bag X 028, Jozini, 3696. Application letters should be accompanied by comprehensive CV together with certified copies of qualifications, ID Copy and Driver's license. Incomplete CV's will not be considered.

Faxed and Emailed applications are not allowed.

Approval by MM Yes / No

Signature: _____

Date: _____