

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

CHIEF ACCOUNTANT (TREASURY & ACCOUNTING)

**BUDGET OFFICE
DIRECTORATE: FINANCIAL SERVICES**

TASK GRADE 14

Basic Salary R290 544 to R377 160

Total Cost to Council Package of ±R426 773 to R538 714

THE INCUMBENT WILL BE REQUIRED TO PERFORM THE FOLLOWING KEY PERFORMANCE AREAS:

- Operationally manage the activities of the section in order to ensure an effective Treasury, Assets and Accounting function within the requirements of Council policies and relevant National and Provincial Legislation
- Responsible for the compilation of Monthly/Quarterly/Yearly Financial Statements of the municipality and entities to reflect the financial performance and position of the Council to all Stakeholders
- Support Auditing functions i.e. Internal Audit, Audit Committee, Audit Steering Committee and the Auditor-General
- Facilitate, make recommendations and support all Departments with regard to Capacity Building in order to apply Financial Management principles
- Oversee development of the General Ledger to support Generally Recognised Accounting Practice and facilitate Financial Reporting
- Manage year-end financial procedures to ensure timely completion and publication of Financial Statements
- Responsible for managing the section's human resources to ensure sound HR practices and Labour Relations
- Ensure the effective and efficient functioning of the Treasury, Assets and Accounting section by providing the necessary reports, coordinating meetings and ensuring professional administration and correspondence
- Perform other reasonable duties as requested by the Manager (Budgets, Treasury & Accounting)

MINIMUM QUALIFICATION & EXPERIENCE:

- B Degree with Accounting or BCompt (NQF level 6+)
- 4 Years' municipal finance experience (with at least three years at accountant level is preferred)
- Advanced computer literacy (MS Office, especially MS Excel; Adobe Reader; Financial Accounting System, e.g. Promun)
- Relevant Certificate in Municipal Finance Management (SAQA Qualification) or proof of enrolment and progress with the above SAQA qualification
- Ability to function independently, as well as within a team; Ability to function effectively under pressure and to apply time management principles; Sound planning and organisational skills; Assertiveness
- Sound oral and written communication skills in at least two official languages of Western Cape

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an African, Coloured, Indian Female or an African or Indian Male if a suitable candidate in that category can be identified.

To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysna.gov.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 30 JANUARY 2015

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

G S EASTON

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.