

# **KNYSNA MUNICIPALITY**



## **MANAGER: BUDGET OFFICE DIRECTORATE FINANCE**

**CONTRACT POSITION– TOTAL PACKAGE R650 000 PER ANNUM  
FOUR YEAR CONTRACT**

### **Key performance areas:**

- Manage the planning, incorporation and reporting of Council's IDP and MTREF including Council's Tax and Tariff policies
- Ensuring compliance with all National Treasury regulations regarding Budget processes
- Maintaining Financial Data Integrity
- Ensuring Financial Statements are compiled in terms of GRAP and National Accounting Standards
- Ensuring SCOA is implemented in accordance with National Treasury guidelines and timetable
- Ensuring the optimum control of Council's cash management and investment policy
- Managing Council's Payroll and Expenditure functions
- Ensuring optimal funding for Council needs
- Managing computerised financial systems
- Managing subordinates
- Effective and efficient functioning of the Department, including, compiling reports and budgets, chairing meetings and correspondence

### **Minimum qualifications and requirements:**

- An appropriate Tertiary Qualification
- Minimum of five years management at senior level in a finance organisation
- Experience in managing an accounting and budget office will be advantageous
- Sound, practical knowledge of relevant Legislation particularly the MSA, MFMA, the MFMA Budget Regulations, GRAP, SCOA, VAT
- Attained National Treasury competence at CFO equivalent
- Sound planning and organisational skills
- Excellent communication, research, presentation and writing skills
- Advanced Excel skills
- Valid Code EB Drivers' License

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Black Female 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](http://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](mailto:knysna@knysna.gov.za).

**CLOSING DATE: 9 OCTOBER 2013**

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

**L WARING**

**MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**