

KNYSNA MUNICIPALITY



Knysna

Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

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

**ASSISTANT ACCOUNTANT: FINANCIAL STATEMENTS, COMPLIANCE & REPORTING
BUDGET OFFICE
DIRECTORATE: FINANCIAL SERVICES**

Task Level 10

R228 288 to R296 304 (Basic Salary)

R361 553 to R449 402 (Total Cost to Council Package)

Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

Relevant 3-year tertiary qualification in Financial Accounting/ Management/ Public Finance
Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed
2 years relevant experience in a Municipal Finance environment
Advanced computer literacy (MS Office applications, especially Excel)
Excellent organizational and interpersonal skills
High level of responsibility, drive to succeed and enthusiasm
Good communication skills and ability to build positive relationships
Have passion for working with numbers and people
Ability to work and cope well under pressure
Excellent verbal and written communication skills
Effective communication in at least two of the Western Cape's official languages
Effective organising and administrative skills

KEY PERFORMANCE AREAS:

- Co-ordinates and facilitates the annual audit process and assistance in producing financial statements
- Monitors and maintains the General Ledger to support Generally Recognised Accounting Practice and to ensure accurate compilation of the annual financial statements
- Assist with the development and continuous maintenance of the OPCAR data base to track current year audit queries and, in consultation with the Manager Financial Statements, Compliance and Reporting, Senior Manager Financial Management Services, the Chief Financial Officer and all responsible Directors, develop action plans to prevent recurrence
- Update and maintain the financial system in accordance with the Financial Procedures Manual to facilitate data accuracy and information congruency in financial reporting
- Implement, manage and maintain the Management Instruction and Financial Procedure Manual to enhance internal controls

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

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the 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: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 8 AUGUST 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.