

KNYSNA MUNICIPALITY



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

MANAGER: BUDGET & TREASURY BUDGET OFFICE DIRECTORATE- FINANCE

Task Level 16

R459 288 to R596 088 (Basic Salary)

R650 446 to R827 136 (Total cost to Council Package)

Applicable Municipal benefits will apply.

KEY PERFORMANCE AREAS:

- To align the budget, treasury and accounting function of Knysna Municipality with the strategic objectives as set out in the IDP, and to provide a professional, effective, efficient and performance driven service
- To take responsibility for the overall management of the following:
 - Treasury, assets and accounting which include external borrowing, investments and cash flow, grants, asset register maintenance & support, GRAP, financial statements, chart of accounts, VAT and miscellaneous accounts
 - Insurance management which includes insurance claims and insurance risk management
 - Capital and operating budgets which include capital and operating budget coordination, monthly reports and returns, entity accounting, support to all Council departments
- Direct and control the Department so that strategic objectives as set out in the IDP are achieved by making use of legislation
- Ensure the allocation of resources in order to achieve Council's strategic Integrated Development Plan through compliance of Budgets and Tariffs to Generally Recognised Accounting Practice, Council's IDP goals, National Treasury guidelines and statutory regulations
- Ensure sound relationships with government, the community, other stakeholders and internal role players
- Ensure compliance with GRAP, National Treasury and other statutory regulations on Financial Systems to deliver an accurate and transparent view of Council's financial performance and position
- Maintain financial data integrity to ensure effective and efficient use of council's financial system resources and reliability in financial reporting
- Implement and maintain quality control on financial reporting, to ensure transparency and attain Municipal Financial Management Act statutory requirements
- Develop and monitor cash flow management to ensure that Council is able to meet its liabilities and other obligations
- Ensuring the optimum control of Council's cash management and investment policy
- Managing computerised financial systems
- Managing subordinates
- Effective and efficient functioning of the Department, including, compiling reports and budgets, chairing meetings and correspondence

MINIMUM QUALIFICATIONS & EXPERIENCE

Bachelor Degree or B. Tech in Accounting or equivalent NQF 6 qualification

6 Years Municipal Finance experience of which at least 4 years must be at Middle Management level (as defined in the MMC Regulations) in a Municipal Finance environment

Member of a professional body will be an added advantage

Compliance with Minimum Municipal Competency will be an added advantage

The successful incumbent should possess the relevant Core Managerial Competencies

Sound, practical knowledge of relevant Legislation particularly the MSA, MFMA, the MFMA Budget Regulations, GRAP, SCOA, VAT

Sound planning and organisational skills

Excellent communication, research, presentation and writing skills

Computer literate

Valid driver License

Effective communication skills in at least two of the three Western Cape official languages

**MANAGER: INCOME
INCOME SECTION
DIRECTORATE: FINANCE**

**TASK GRADE: T15 (subject to Task evaluation)
R407 880 to R 529 512 (Basic Salary)
R584 047 to R741 146 (Cost to council)
Applicable Municipal benefits will apply**

KEY PERFORMANCE AREAS:

- Identifies with strategies and implements plans to achieve objectives and priorities associated with revenue growth and operational sustainability
- Directs and controls the Key Performance Indicator's and outcomes of personnel
- Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Income Section's structure
- Manages applications and sequences associated with recording, adjustment and updating of the Municipality's debtor related transactions and accounts
- Manages applications and sequences associated with recording, authorization and execution of expenditure transactions
- Manages and controls specific Audit Queries both from external and Internal Auditors in relation to Income section
- Disseminates guidance and information on specific key performance areas and requirements associated with the Income section financial reporting program and financial procedures relating to the various functionalities
- Assist the CFO with review and keep policies up-to-date with amendments
- Assist the CFO and advise employees in section and other departments about amendments to policies.
- Ensure implementation of council approved policies.
- Ensure implementation of Pre-Paid vending machine for purchase of electricity
- Manage sale of pre-paid electricity and ensure that cash is banked on time.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

An appropriate tertiary qualification (Diploma or Degree) in Finance Management at NQF Level 6
6 Years Municipal Finance experience of which at least 4 years must be at Middle Management level (as defined in the MMC Regulations) in a Municipal Finance environment
Compliance with Minimum Municipal Competency will be an added advantage
The successful incumbent should possess the relevant Core Managerial Competencies
Valid driver licence
Effective communication skills in at least two of the three Western Cape official languages
Good human relations, interpersonal and communication skills
Ability to work under pressure and deal with conflict situations
High level of responsibility and analytical skills
Advanced Computer Literacy in the Microsoft Package Suite
Good interpersonal and time management skills

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African or Coloured female or an African 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: knysna@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 28 MARCH 2018

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.