



MASILONYANA LOCAL MUNICIPALITY

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

DIVISION: FINANCE

REVENUE SECTION

1 BILLING OFFICER x1 (THEUNISSEN)

Responsibilities:

- Responsible for billing of the municipality
- Compiling reports on new, closed and inactive accounts
- Ensure that variance report is checked and variances are followed up and corrected
- Ensure that before final billing is done all services connected to the stand are accurately billed
- Responsible for generating billing reports, age analysis etc.
- Compile monthly billing report
- Ensure that there is liaison between billing unit, customer care unit and valuation and property unit
- Ensure that journals that are prepared are accurate and reviewed prior to capturing on financial system
- Ensure that interest on outstanding debt is correctly charged
- Follow up on general customer queries and ensure that they are addressed within 48 hours
- Perform any tasks/duties delegated by immediate superior or Chief Financial Officer

Requirements:

- Grade 12 plus
- Diploma in Accounting or equivalent (NQF level 5)
- Must be computer literate
- Relevant experience (1-2 years)

Salary: Level 10

DIVISION: FINANCE

EXPENDITURE SECTION

2 EXPENDITURE ACCOUNTANT x1 (THEUNISSEN)

Responsibilities:

- Analysing expenditure recording processes referring to information detailed in supporting documentation (orders, invoice, etc) and resolving deviations from procedures.
- Providing support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations.
- Authorising expenditures as per delegation of power
- Ensure accuracy before payment batch is imported to BI-ONLINE.
- Follow up on arrangement made with the creditors
- Check whether the invoices captured on the system agrees with the general ledger
- Prepare expenditure Cash-flow projection
- Ensure compliance with the MFMA regulations
- Any other duties/tasks delegated by immediate supervisor or Chief Financial Officer

Requirements:

- Grade 12 plus
- BCom Degree/B-Tech Financial Accounting or Equivalent (NQF level 6/7)
- Municipal Competency Certificate and knowledge of MFMA will be an added advantage
- Relevant experience (2-3 years)
- Supervisory experience

Salary: Level 12**3 CREDITORS CLERK x1 (THEUNISSEN)****Responsibilities:**

- Ensuring that procedures/controls are adhered to
- Responsible for creditors reconciliation
- Preparing payment batch
- Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of expenditure accounts.
- Ensure proper records keeping at all times
- Provide assistance to all internal and external stakeholders
- Any other tasks/duties delegated by immediate supervisor or Chief Financial Officer

Requirements:

- Grade 12 plus
- National Diploma in Financial Accounting or Equivalent (NQF level 6)
- Relevant experience (1-2 years)

Salary: Level5**4 PAYROLL ACCOUNTANT x1 (THEUNISSEN)****Responsibilities:**

- Referring to letters of appointments/ termination correspondence and adding/ deleting members on the system.
- Inserting changes to the remuneration structure and related parameters based on published adjustments and/ or internal policies.
- Inputting relevant data against individual fields referring to source documentation in respect of salaries and allowances due.
- Checking information, adjustment and calculations prior to extracting and forwarding the salary report and schedules for approval.
- Printing, checking and distributing the salary advice notification to individual members.
- Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through the processing of relevant journals.
- Preparing schedules to reflect statutory and other relevant returns, forwarding to the immediate superior for approval and submitting approved reconciled schedules to the respective institutions.
- Printing and distributing member's income tax certificates, reconciling and seeking approval from the immediate superior prior to creating and forwarding electronic income tax data file to the Receiver of Revenue
- Ensure that salaries deductions, earnings are accurate
- Perform any other tasks/duties delegated by immediate supervisor or Chief Financial Officer

Requirements:

- Grade 12 plus
- Diploma in Payroll Administration or equivalent (NQF level 5)
- Computer literacy
- Relevant experience (2-3 years)
- Supervisory experience

Salary: Level12**FINANCE: MANAGER ASSETS****Responsibilities:**

- Update Fixed assets register monthly and depreciation
- Ensure that the correct vote allocation is used to procure Assets
- Ensure that assets are tagged when procured
- Conduct periodic impairment reviews for intangible assets.
- Conduct periodic physical inventory counts of fixed assets.
- Advise and recommend to management whether fixed assets should be disposed of also removed from the FAR
- Conduct analyses related to fixed assets as requested by management.
- Prepare audit schedules and resolve audit issues identified by AG
- Reconcile fixed asset sub accounts to the GL monthly.
- Ensure that all inventory transfers to and from departments are appropriately accounted.
- Recommend ways of improving the existing system and processes.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Ensure strict compliance with GRAP and Assets Management policy.

Requirements:

- Matric plus
- Bcom accounting or equivalent (NQF 6/7)
- Supervisory experience (2-3)
- Knowledge of GRAP
- Ability to Compile AFS and FAR

Salary: Level 14

Enquiries can be directed to the Director Corporate Services, Mr David Nthau at 057-7330106/7 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Corporate Services offices in Theunissen.

Applications must be submitted in sealed envelopes clearly marked "Job application"

No e-mails, faxes or late submissions will be accepted.

Closing date: 13 FEBRUARY 2015

Application forms must be collected at HR Offices.

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.

S.S. Mtakati
Municipal Manager