



# **MASILONYANA LOCAL MUNICIPALITY**

## **INTERNAL/EXTERNAL ADVERT**

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:

### **FINANCE DEPARTMENT REVENUE MANAGER**

#### **Requirements:**

- Grade 12
- Bachelor of Commerce Degree in Accounting and/or Financial Management
- 3-5 years related experience
- Ability to compile AFS
- Must be able to work under pressure
- Verbal and written communication skills at all levels
- Must have a competency certificate (MFMP) as an added advantage
- Understanding of general Municipal finance environment

#### **Key Responsibilities:**

- Monitoring revenue collection and receipting and processes referring to information detailed in supporting transactional documentation and resolving deviations from procedures.
- Attend to the consolidation of Debtor Accounts, extracting and submitting reports detailing amounts payable for approval prior to generating and forwarding Consumer Billing Statements.
- Ensure that municipal revenue is collected and debtors queries are resolved within reasonable period
- Prepare statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interact with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.
- Balance cash receipts against entries recorded in receipt books and preparing the schedule categorizing income received for according to services and preparing bank deposit notifications.
- Process and verify debtor transactions against system reports and summaries and, seeking approval on adjustments to entries for specific accounts.
- Reconcile Debtor accounts and proceeding with the posting and balancing of ledger accounts.
- Generate reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters.
- Generate Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.

**SALARY: R447 858,00 p.a**

**FINANCE DEPARTMENT  
MANAGER BUDGETS AND SUPPORT**

**Requirements:**

- Grade 12;
- Bachelor of Commerce Degree in Accounting and/or Financial Management
- Ability to compile AFS
- 3-5 years related experience in Finance, budget compilations and MFMA Reporting
- Must have a competency certificate (MFMP) as an added advantage
- A valid driver's license is a prerequisite
- Understanding of general Municipal finance environment

**Competencies:**

- The incumbent must have knowledge of the MFMA, Treasury Regulations and other relevant Acts.\*
- Must have the ability to communicate at different levels with good planning, organising, report writing and analytical skills
- The incumbent must have the ability to work under pressure and under minimal supervision.

**Responsibilities:** The incumbent will be responsible for compilation of the Annual Budget, related schedules and returns oversee the monthly reporting requirements in terms of the MFMA. Providing value contributions to drafting of Annual Financial Statements and evaluate compliance with policies, procedure, laws and regulations and perform duties as outlined in Section 71 of MFMA. Plan and forecast on short, medium and long term organisational and personnel needs which includes compiling and developing Standard Operating Procedure (SOP's) activities. Monitor that policies and decisions of the unit are implemented in a most functional and effective way. Liaise directly with directorates and ensure alignment of the budget to the IDP. Oversee overall budget reporting to Internal and External stakeholders monthly. Advise the CFO and Council on budgetary issues. Manage and control the capital and operational budget of the Unit to ensure effective and efficient functioning within budgetary constraints of Council. Monitor, recommend and implement corrective measures to rectify deviations/acts contrary to budgetary provisions, financial regulations, audit requirements and departmental procedures. Represent the Financial Control Unit in all meetings and forums to ensure good flow of information.

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**Enquiries can be directed to the HR Manager, Ms K.E.E Molaoa at 063 8295861 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:

The Acting Municipal Manager, Masilonyana Local Municipality, PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in **Theunissen, Brandfort, Winburg and Verkeerdevlei.**

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

**Closing date: 30 November 2022 at 12h00**

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful

**S.J THOMAS  
ACTING MUNICIPAL MANAGER**