



NKOMAZI MUNICIPALITY

Nkomazi Municipality is an equal and Affirmative Action Employer and observes the requirements of the Employment Equity Legislation

DEPARTMENT : **BUDGET AND TREASURY DEPARTMENT**
VACANT POST : **MANAGER FINANCIAL ACCOUNTING**
RENUMERATION : **TASK LEVEL 17**

REQUIREMENTS : Bachelors Degree/National Diploma in finance /Financial related qualification
: Minimum 5 years experience in Government financial matters

• KEY RESPONSIBILITY:

- Manage expenditure for divisional financial reporting
- Analysing and approving expenditure ,recording processes referring to information , to detailed in supporting documentation and resolving deviations form procedures
- Providing support with regard 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 medium term expenditure trends inclusive of explanations to support specific deviations.
- Interacting with internal/external auditors and make available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure accounts.
- Controls the key performance areas and critical outputs of personnel within the Branch, by:
 - Coordinating the recording and processing procedures of expenditure transactions,
 - Performs specific sequences associated with maintaining electronically based information data and files/records
 - Compiling of annual expenditure and capital budget

CLOSING DATE : **22 June 2017**

Application and CVs to be directed to : **Director Corporate Services**
Private Bag X101
MALELANE
1320
Tel no. 013-790-0245

Note: if there has been no response within three weeks after the closing date, the applicant must accept that his/her application has been unsuccessful.

Civic Centre
Private Bag X101
MALELANE
1320

MD NGWENYA
MUNICIPAL MANAGER