

BLUE CRANE ROUTE MUNICIPALITY

NOTICE NO. 55/2019

**BLUE CRANE ROUTE MUNICIPALITY INVITES SUITABLE AND EXPERIENCED
CANDIDATES TO APPLY FOR THE FOLLOWING VACANCY IN THE
FINANCE SERVICES DEPARTMENT**

INTERNAL / EXTERNAL

1 X MANAGER: REVENUE & EXPENDITURE

The municipality is looking for a committed and suitable qualified person to fill the above-mentioned position. The successful candidate will report to the Director: Finance / CFO.

Requirements:

- B. Comm or equivalent. (NQF Level 7) & CPMD
- Computer literacy – MS Office
- The management and reporting requirements associated with this post requires in depth application of the principles, system and regulations associated with specific acts of Local Government and broader financial regulations
- Relevant experience in Financial Management. (5-6 years)
- Code B Driver's License
- Preference will be given to employees with completed Minimum Competency Requirements for Financial Officials

Key Responsibilities:

A detailed job description is available at the Human Resources section and the duties below are not an exhaustive list of responsibilities:

- Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Expenditure and Revenue Sections' structure, by;
 - Assessing the adequacy of current transactional recording/ accounting procedures related to reconciliations, posting, updating and adjustment of entries and presenting recommendations outlining approaches aimed at improving controls and processes
 - Interpreting and analyzing audit findings and investigational reports with a view to determining levels of interventions required to curb non-conformance and compliance with laid down procedures
- Manages the execution of specific sequences associated with controlling investments allocated to specific call accounts, by;

- Interacting with Financial Institutions on the status of the markets against returns on short-term investments and, allocating funds to specific call accounts
- Manages applications and sequences associated with recording, adjustment and updating of the Municipality's debtor related transactions and accounts, by;

In order to ensure processing, recording and debt administrative sequences are performed in accordance audit guidelines and generally accepted accounting principles

- Disseminates guidance and information on specific key performance areas and requirements associated with the Expenditure, Revenue and Debt Management programs and procedures, by;
 - Participating in various meetings (Audit Committee, council, internal and external forums) and provides comments/ opinions
- Manage the Credit Control Policy and make recommendations to implement effective credit control measures

SALARY: R443 188.00 per annum Task Grade 15 Level 1 of Category 3 Local Authority. The suitable candidate will receive car allowance benefit.

To apply, please send your C.V and certified copies of your qualifications and ID document, and covering letter (including details of at least 3 contactable references) to the office of the Senior Human Resources Officer, P.O Box 21, Somerset East, 5850. For enquiries please contact the Office of the Senior Human Resources Officer, Mr Lazola Mqota on Telephone No. 042 243 6400

Applications should reach the above by not later than 15 NOVEMBER 2019

Please note that no late applications will be considered. No faxes will be accepted. If you have not heard from us within 30 days of the closing date please accept that your application has been unsuccessful. Candidates wishing to have their C.V's returned should provide a self-addressed envelope with the required postage stamps. Canvassing with Councilors or any other decision maker is not permitted and proof thereof will result in disqualification, Fraudulent qualifications or documentation will immediately disqualify an applicant.

Candidates from designated groups in terms of the Employment Equity Act are encouraged to apply. The Blue Crane Route Municipality reserves the right not to make an appointment.

**THABISO KLAAS
MUNICIPAL MANAGER**