



**WALTER SISULU LOCAL MUNICIPALITY
(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)**

**NOTICE: 97/2023/2024
RE-ADVERTISEMENT
INTERNAL/ EXTERNAL ADVERTISEMENT
(The Head Office is based in Burgersdorp)**

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitable, qualified and experienced individuals to fill the following positions:

**BUDGET AND TREASURY OFFICE
MANAGER: FINANCIAL ACCOUNTING AND INTERNAL CONTROL
TASK GRADE 15
SALARY SCALE: PER ANNUM: R526 254.00 - R 683 092.00 PER ANNUM**

MINIMUM REQUIREMENTS:

- Grade 12
- B Degree in Commerce, Local Government Finance, Internal Audit or any relevant qualification
- A professional who will be up-to-date with the latest developments in the Accounting profession will be an added advantage.
- A minimum of 5 years in the financial accounting career of which 3 years must be at middle management level.
- Understanding laws and regulations governing Local Government.
- Advanced knowledge of MSCOA and GRAP complaint financial accounting system/s.

DUTIES:

Key responsibilities will include but not limited to the following:

- Developing, updating and maintaining the Chart of Accounts for all financial transactions and account balances in alignment with the applicable accounting standards
- Managing and ensure that all financial transactions are captured accurately and correctly into the financial accounting system.
- Developing, maintaining and updating a document management system that provides supporting documentation in support of all financial transactions of municipality
- Planning and ensure that Account Reconciliations and Balancing are performed regularly to all Ledger and Sub-Ledger Account balances.
- formulating the Clearance of all Suspense Accounts and provide explanations for those not

cleared

- Managing reconciliation of Trial Balance with the Statutory Management Financial Reports
- Developing and Produce Interim and Annual Financial Statements in compliance with applicable Accounting Standards
- Leading the responses and related supporting documents to External and Internal Audit Information Requests and Communications of Audit Findings
- Providing leadership in the area of Internal Control improvements in the areas of Finance as well as addressing key Management Risks and Audit Findings
- Formulating a clear audit trail for all financial transactions
- Supporting the CFO in the management and administration of Income Tax and VAT accounts
- Managing the development and implementation of the investment policy of the municipality
- Advising the CFO regarding optimal investment options for the municipality.
- Developing reports on the investment status of the funds of the municipality to the Accounting Officer and Council

GENERAL

The Walter Sisulu Local Municipality is an equal opportunity employer and subscribes to the principles of the Employment Equity Act; (Act 55 of 1998). It is a Grade 2 Local Authority. The following normal fringe benefits are applicable to the above-mentioned positions. Vacation Leave, Sick Leave, and Family Responsibility Leave, Bonus, Pension Fund and Medical Aid.

Kindly submit a detailed Curriculum Vitae with original and valid copies of qualifications, and any other relevant documents. Failure to comply with these requirements shall disqualify an applicant. Correspondence will only be entered into with shortlisted candidates. **No faxed copies shall be accepted.** Should you not receive any response within one (1) month after the closing date, please accept that your application was not

Successful. Application forms are obtainable from the website (www.wslm.gov.za) or switchboard/ Reception at the following number 051 633 2441/ 051 653 1819 or enquiries can be made with Mr. Sipho Sontashe the Manager Human Resource Management @ 051 653 1777.

Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof.

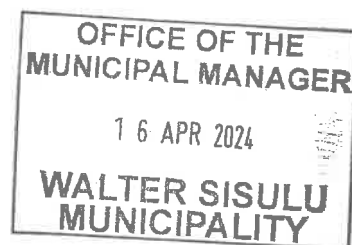
NB. Those who have applied need not to apply again, their application will be considered

CLOSING DATE: 10 MAY 2024

Applications together with your CV's must be addressed to:

Attention: Human Resource Office
Municipal Manager
Walter Sisulu Local Municipality
No. 1 Jan Greyling Street
BURGERSDORP
9744

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KAYALETU GASHI
MUNICIPAL MANAGER



16/4/2024
DATE