



Comprised by Komga, Mooiplaas, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Komga.

**VACANCY / UMSEBENZI / BETREKKINGS
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BUDGET AND TREASURY OFFICE

Division	: Budget & Reporting
Position	: 1 x Accountant
Task Grade	: Task Grade 12
Remuneration	: R 360 083.00 per Annum (Excluding Normal Council Benefits)
Duration	: Permanent

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma/ Degree in Accounting
- Minimum of three years's experience in Budget and Financial Reporting
- Proven experience in preparation of Annual Financial Statements
- Sound knowledge of Local Government Legislation and broader Financial Regulations
- Sound Computer skills and high level of reporting skills
- Good Communication skills (written and verbal)
- Valid Code 8 Driver's License

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Anaysis and aligning budget operating capacity and capabilities of the Council to deliver against specific key performance areas and service delivery.
- Studying capital and operating expenditure trends and forecasts received from Departments/ Sections and, preparing estimates with due considerations to internal funding requirements and limitations
- Preparing and presenting reports detailing the status of the functionality and special projects
- Assessing the adequacy of current financial policies and procedures
- Scrutinizing supporting documents and financial sequences against transactional recording and seeking investigational reports
- Preparing reports and schedules of accounts
- Maintain the general ledger structure and the opening of new votes according to Council budget
- Preparation of Annual Financial Statements, using Caseware.
- Coordinating and guiding specific deadlines and financial reporting sequences associated with audits and legal compliance excersize.
- Interpreting and analyzing audit findings and investigational reports

TECHNICAL AND COMMUNITY SERVICES DIRECTORATE

Division : Community Services
Position : 3 x General Assistants
Task Grade : Task Grade 3
Remuneration : R 114 379.00 per Annum (Excluding Normal Council
: Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS:

- Grade 8
- Be able to read and write
- Must be physically fit to work outdoors

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Clearing of gutters
- Refuse collection
- Litter picking
- Street Cleaning
- Cleaning of halls and parks
- Cleaning of beaches and public ablution facilities

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit an application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License
Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.


Applications must be submitted to:

Acting Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, KOMGA, 4950
OR 17 Main Road,
KOMGA, 4950.

For enquiries you can contact the Human Resources Practitioner: Ms. N. Mzimba 043 831 5700/ 073 001 1098 during office hours

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 28 August 2023 at 16h30 pm


ISSUED BY:
MR. L.N. MAMBILA
MUNICIPAL MANAGER


DATE