



**BEAUFORT WEST
MUNICIPALITY
STAFF VACANCY**

**NOTICE NR:
35/2020**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DEPARTMENT FINANCIAL SERVICES

**CHIEF CLERK: ASSETS & FINANCIAL MANAGEMENT INFORMATION SYSTEM - FIN 38
STARTING SALARY: T7 – R148 880.00 R193 251.00 PER ANNUM**

JOB PURPOSE:

To be able to perform the key performance and result indicators associated with the Asset and Financial Management Services of the Directorate Financial Services functionality through the implementation of laid down policies and procedures regulating financial reporting and recording, providing input into longer term objective setting and financial planning sequences and directing and executing accounting and administrative procedures and processes associated with assets, insurance and cash management processes and procedures and compilation of annual financial statements.

REQUIREMENTS AND EXPERIENCE:

Degree or National Diploma in Financial Management and Administration (NQF Level 7) **plus 2-3 years relevant experience.** Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed.

Other requirements/skills : Code B drivers' licence, Good supervision, human relations, interpersonal and communication skills, Financial management skills, Ability to give attention to detail, High level of responsibility, Analytical skills, Ability to work under pressure, Ability to deal with conflict situations

Duties:

REVENUE CONTROL FUNCTIONS: VERIFICATION AND REPORTING:

Coordinate and control sequences associated with the verification and provision of information related to Revenue transactions

TRANSACTIONAL PROCEDURES AND APPLICATIONS: Coordinate recording and processing procedures of Income transactions

BANK RECONCILIATION & UNALLOCATED ACCOUNTS:

Reconcile payments and cash deposits against bank transactional information/statements

FINANCIAL ADMINISTRATION: REGISTERS, RECORDS AND REPORTS

Attend to specific administrative recording and reporting requirements

ASSET MANAGEMENT: Control assets according to specific accounting procedures associated with acquisition and disposal

INSURANCE MANAGEMENT: Execute specific sequences associated with controlling the insurance of assets

CASH MANAGEMENT: Execute specific sequences associated with controlling investments allocated to specific call accounts

FINANCIAL DATA PROCESSING: Verify, administer and process financial data on the financial system regarding financial accounting and compilation of financial statements

COMMUNICATION: PARTICIPATION AND COMMUNICATION: Disseminate guidance and information on specific key performance areas and requirements associated with the financial reporting program and financial procedures

REPORTING: Manage specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

Informal Reporting and Formal Reporting and

Perform any other related duties as instructed by supervisor

BENEFITS:

*Attractive benefits are offered such as Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund
* Housing Subsidy * Ample leave * Sick leave.*

CLOSING DATE: FRIDAY 28 FEBRUARY 2020 AT 16:15

*NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.** Full particulars and prescribed application forms can be obtained from **mrs. Leonie Barnard/ms. Imelda F Dourie at telephone 023-4148165/8190. Completed applications should be sent to or handed in at –***

THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

KJ HAARHOFF
MUNICIPAL MANAGER

2020/02/10