



**BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT**
ERATA

**NOTICE NR: 115/2026
REF NR: HRRS/010/2026-MUN
POSITION: DEPUTY DIRECTOR FINANCIAL SERVICES - WC0531013
DEPARTMENT: FINANCIAL SERVICES
6 MONTH FIXED TERM CONTRACT**

SALARY: R 50 000.00 PER MONTH NO BENEFITS NORMALLY APPLCABLE TO A PERMANENT EMPLOYEE

Job Purpose:

To support the Chief Financial Officer by providing strategic, operational, and administrative leadership in the management of the Municipality's financial affairs, ensuring sound financial governance, legislative compliance, effective revenue and expenditure management, the compilation of annual financial statements, the coordination and management of internal and external audit processes, accurate financial reporting, robust internal controls, and the sustainable utilization of municipal resources to achieve the Municipality's service delivery and developmental objectives.

Requirements:

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- Computer literacy: MS Office

Experience:

- 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.

Knowledge and Scope of Work:

- Provides expert financial advice. Responsible for managing financial information according to prescribed norms and standards;
- May supervise and manage team responsible for the financial information; and
- Extensive understanding and knowledge of the application of applicable local government legislation (e.g. MSA, MFMA, and others as applicable).

Key Performance Areas:

- Annual Financial Statements and Financial Reporting
- External Audit Coordination
- Financial Analysis and Sustainability Monitoring
- Budgeting and Expenditure Management
- Asset Management
- Risk Management and Internal Control
- Supply Chain and Financial Compliance
- mSCOA Compliance and Financial Systems
- Performance Management
- Staff Leadership and Supervision
- Financial Strategy and Governance Support
- Perform any other related duties as instructed by supervisor

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 **pages 270 Level 4.**

Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf for municipal staff regulations.

CORE PROFESSIONAL COMPETENCIES	FUNCTIONAL COMPETENCIES	PUBLIC SERVICE ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT / LEADERSHIP COMPETENCIES
<ul style="list-style-type: none"> • Oral Communication • Written Communication • Problem Solving • Planning and Organising • Organisational Awareness 	<ul style="list-style-type: none"> • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process • Management 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action and outcome orientation • Resilience • Cognitive ability • Change readiness • Learning orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

Job Related Enquiries: Mr. B Jacobs – 023-4148100/ 8133/8129
General HR Enquiries: Mr. P Mokoaleli – 023-4147549/8141

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable.

hand delivered at the office of the **Acting Municipal Manager** at
112 Donkinstreet, Midtown, Beaufort West, 6970.

OR email to erecruit@beaufortwest.gov.za

Application forms can be obtained from the Municipal website,
<https://www.beaufortwestmun.co.za/resource-category/application-forms?category=103> and must reach
the Human Resource Department on or before

FRIDAY 03 July 2026 at 12:00.

Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.

Disqualification:

Please note that the following will lead to disqualification:

- Not using the formal BMW5 application form.
- Non-submission of required documents or submission of fraudulent documents. Canvassing of Councilors and/or officials with the aim to be appointed.
- Non-adherence to the instructions on the advertisement and the BMW5 application form

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process, competency and or assessment tests. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 2 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

The appointment will be subject to the need for signing of **a fixed term employment contract** and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: FRIDAY 03 July 2026 at 12:00.

G Esau
ACTING MUNICIPAL MANAGER

26 July 2026