



# NKANDLA MUNICIPALITY

Postal Address:  
Private Bag x 161  
NKANDLA  
3855

Physical Address:  
Marée Road  
Lot 292  
NKANDLA

☎ 035-833 2000  
Fax: 035-833 0920

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## **EXTERNAL ADVERTISEMENT**

*Nkandla Local Municipality is an equal opportunity employer subscribing to the principles employment equity and hereby invites suitably qualified person to submit detailed applications for the following position:*

### **ASSISTANT DIRECTOR: INCOME & EXPENDITURE**

**Salary: R513.506, 44**

#### **Key Requirements:**

- A relevant tertiary qualification (B Com in Accounting) NQF Level 07
- At least 05 years' experience in Municipal Finance environment
- Knowledge and understanding of local government legislations
- Valid Driver's License

#### **Key Performance Area**

- Manage and controls the key performance areas associated with the recording , balancing ,reconciliation and reporting of revenue through the interpretation and application of legislative provisions , policy frameworks and procedures ,monitoring and executing specific interventions to maintain compliance with auditing and general accounting practices ,preparing consolidated financial reports to support key management decisions and, guiding personnel with the interpretation and processing of specific accounting information in order to ensure the functionality is positioned to support the municipality with complying with statutory governance and fiscal requirements.
- Manages processes and requirements associated with financial planning and performance evaluation of Revenue Section.
- Preparing the revenue budget forecast and provisions and forwarding related explanatory reports to the immediate superior for perusal/comment and submission to Council and its Committees.
- Directs and controls the Key Performance Indicators and outcomes of personnel within the Section.
- Implements and controls procedures and identifying revisions or introduction of policy prescripts associated with the key performance areas pertaining to Revenue Management.

- Manages and directs procedures and processes associated with the preparing and consolidation of the Revenue accounts and evaluation of performance against the approved Budget.
- Peruses through Debtor Reports and priorities interventions to recover unpaid/outstanding accounts.
- Disseminates functional and operational information on the immediate, short and long term objectives and financial performance.
- Manages the procedural administrative and reporting requirements/deadlines associated with the functionality.

## **CHIEF ACCOUNTANT: BUDGET AND COMPLIANCE**

**Salary: 332.344,05**

### **Key Requirements:**

- A relevant tertiary qualification (B Com – Financial Management or equivalent) NQF Level 6
- At least 2-3 years' experience in municipal Finance environment
- Knowledge and understanding of local government legislations
- Knowledge of SAGE system will be an added advantage
- Valid Driver's License

### **Key Performance Area**

- Verifying entries, reviewing reconciliations and consolidation of transactional information.
- Scrutinizing information received from internal departments and, interacting and finalizing details with the respective Departmental Head in respect of estimated spend and/ or forecasts related to revenue collection.
- Consolidating information, setting out anticipated revenue and appropriating expenditure under different votes.
- Providing explanations of material variances from actual to projections and includes possible measures to contain financial projections within the approved budget.
- Submitting completed financial statements, cash flow and related financial performance reports to the immediate superior and, effecting adjustments/ amendments in accordance with comments prior to forwarding to Finance Portfolio Committees.
- Submitting statistical and/ or analytical reports on the Municipality's financial activities to National Treasury adhering to prescribed guidelines and timeframes.

- Providing explanations of material variances from actual to projections and includes possible measures to contain financial projections within the approved budget.
- Preparing financial reports containing an analysis of management and transactional accounts reflecting borrowings, expenditure, revenue, capital expenditure, allocations received and returns from investments.

Interested candidates are invited to submit comprehensive curriculum vitae together with an application letter, certified copies of qualifications and certified copy of identity document the following address: The Municipal Manager, Nkandla Municipality, Private Bag X161, Nkandla, 3855.

**Closing date: 29 NOVEMBER 2017**

**NO LATE OR FAXED APPLICATIONS WILL BE ACCEPTED**

*If you have not been contacted within 30 days from the closing date please consider your application as being unsuccessful.*

*Nkandla Municipality subscribes to and applies the principles of Employment Equity Act; preference will be given to candidates from designated groups in accordance with objectives of Employment Equity Act.*

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**LS JILI**  
**MUNICIPAL MANAGER**

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**DATE**