

INTERNAL AND EXTERNAL ADVERTISEMENT:

PERMANENT POSITION

VACANCY: FINANCE DEPARTMENT

UNIT MANAGER: AFS & ASSETS

ZF Mgcawu District Municipality, situated in the Northern Cape Province and based in Upington, is a dynamic equal opportunity employer. Suitable, qualified and committed individuals are invited to apply. Appointments will be made according to the accepted equal opportunities and Council's affirmative-action policy.

JOB TITLE	Finance Department
REPORTING TO	Deputy Director: AFS
ANNUAL SALARY	PL:4/1 As per salary scales
DURATION	Permanent
LOCATION	Head Office: ZF Mgcawu District Municipality
PREFERRED MINIMUM EDUCATION AND REQUIREMENTS	B.Com Accounting Degree OR National Diploma in Cost & Management Accounting Diploma Computer Literate Fully bilingual (English - Afrikaans) Attention to Detail Must be able to work under pressure
PREFERRED MINIMUM EXPERIENCE	5 Years' experience in Accounting.
JOB RESPONSIBILITIES Detailed tasks and KPA's in Job Description	<ul style="list-style-type: none"> ➤ Assist with the compilation of the annual financial statement ➤ Monitor audit recovery plan ➤ Monitor external audit process ➤ Review bank reconciliation ➤ Compile reconciliations ➤ General ledger maintenance ➤ Review and approve payments ➤ Asset management ➤ Insurance Administration ➤ Manage AFS & Asset Management Unit
ADDITIONAL COMPETENCIES	Strategic Management Skills Ethics and Professionalism Be trustworthy Have good manner and attitude about dealing with confidential information. Good Communication Skills Be able to work independent
APPLICATION TO BE DIRECTED TO	In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only. You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found Canvassing for appointment is highly discouraged. Shortlisted candidates will be subjected to security vetting. <u>Application:</u> Detailed and comprehensive Curriculum Vitae including covering letter accompanied by certified copies of Qualifications must be addressed to: The Municipal Manager, Private Bag X6039, Upington 8800. <u>Hand deliveries:</u> Corner Dr. Nelson Mandela Drive & Upington 26 Drive Upington No faxed or emailed applications will be accepted. If you have not received any response within 30 days after the closing date, consider your application unsuccessful. Enquiries can be directed to: Mr. DJ Van Zyl, Director Corporate Services Tel: 054 - 337 2800
CLOSING DATE OF APPLICATIONS	02 November 2022
ACTING MUNICIPAL MANAGER	Mr. A.K. TIETIES