



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

Incorporating the towns of Strydenburg and
Hopetown
Northern Cape Province, Republic of South Africa

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

VACANCY: MANAGER: TREASURY SERVICES

THEMBELIHLE LOCAL MUNICIPALITY (NC 076)

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer and also encourages applications from disabled persons. Females are specifically encouraged to apply.

DEPARTMENT: CHIEF FINANCIAL OFFICER

VACANCY: MANAGER: TREASURY SERVICES

ESSENTIAL REQUIREMENTS

- ✓ Preferably a B Comm Accounting or any other equivalent and relevant qualification or proven practical experience plus willingness to further your studies.
- ✓ Minimum of 10 years' relevant experience in Local Government.
- ✓ Understanding and knowledge of financial computer systems.
- ✓ A very good understanding of the Municipal Finance Management Act (MFMA) and Treasury Regulations and other legislation, procedures and processes pertaining to Local Government finance.
- ✓ Must have gained at least three years' hands-on experience in the Supply Chain Management function in a local authority.
- ✓ Must have gained at least four years' hands-on experience in the compilation of a municipal budget/adjustment budget.
- ✓ Must have gained at least four years' hands-on experience in the compilation of Annual Financial Statements of a municipality.
- ✓ Must have gained at least four years' hands-on experience in the finalisation of the audit of the Annual Financial Statements of a municipality.
- ✓ Must have at least three years' experience in the compilation and implementation of audit action plans.
- ✓ Must have at least three years' experience in completing and submitting of MFMA reporting requirements.

OTHER PREFERRED REQUIREMENTS

- ✓ Analytical ability and integrity;
- ✓ Accuracy working with data;
- ✓ Ability to meet deadlines and working under pressure;
- ✓ Willingness to work long hours at times;
- ✓ Computer literacy (Microsoft windows XP, Spread sheet and Internet, etcetera)

DUTIES AND RESPONSIBILITIES

The incumbent will be accountable to the Chief Financial Officer and be responsible for the following functional areas:

- ✓ Full responsibility for the compilation and implementation of the municipality's Budget/Adjustment budget and SDBIP;
- ✓ Full responsibility for the completion and submission of all MFMA monthly/quarterly/half-yearly/annual reporting;
- ✓ Responsible for ensuring that the MFMA and Financial Regulations are adhered to by the Municipality.
- ✓ Full responsibility with the compilation of Annual Financial Statements;
- ✓ Full responsibility for the compilation of the Audit Action Plan (both internal and external audits) and oversight role to ensure all items included in the Audit Action Plan are attended to during the year;
- ✓ Management of the Supply Chain Management function which include inter alia Demand management, Acquisition management, Logistics management and Disposal management;
- ✓ Full responsibility to ensure that Asset Register and System is updated regularly;
- ✓ Assist with compilation of Annual report;
- ✓ Bank reconciliations;
- ✓ Any reasonable task that may be assigned by the Chief Financial Officer.

REMUNERATION: LEVEL 14 OF A GRADE 1 MUNICIPALITY

Please note that NO applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 60 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document marked "MANAGER: TREASURY SERVICES" shall be sent to:

**The Municipal Manager
Thembelihle Local Municipality
Private Bag X3
Hopetown
8750**

or handed in at

**Municipal Offices
Church Street, Hopetown**

Any enquiries relating to this advertisement may be directed to the Chief Financial Officer, Mr. Gerhard Butterworth, at the Municipal Offices, Church Street, Hopetown, who can also be contacted on 053 203 0005/8 during office hours commencing from 07H30 – 16H30, with a lunch interval between 13H00 – 14H00, Monday to Friday.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Thembelihle Local Municipality.

CLOSING DATE: 18 DECEMBER 2015 AT 16H00

MOGALE M

MUNICIPAL MANAGER