



# **MKHONDO**

## **LOCAL MUNICIPALITY**

### **EXTERNAL ADVERTISEMENT**

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

**ADVERTISEMENT**  
**DEPARTMENT: FINANCIAL SERVICES**  
**DIVISION: EXPENDITURE**  
**CHIEF ACCOUNTANT EXPENDITURE**  
**Ref: CAE/13/21**

#### **MINIMUM REQUIREMENTS**

- A Grade 12
- A 3-Year's National Diploma / Degree in Financial Management / Accounting / Business Management (Accounting as a Major) Accounting Sciences or Equivalent relevant qualification
- A Valid driver's License
- 4 years relevant experience in the field of the post, of which 2 years must have been at an accountant position.
- Good understanding of Payroll System
- Computer Literacy

#### **OTHER REQUIREMENTS**

- Good Communication Skills (Written and Verbal)
- Good Planning and Organizing Skills
- Good Interpersonal Skills
- Good Accounting Skills
- Good Supervision Skills

#### **RESPONSIBILITIES**

- To ensure reporting requirements and information explaining and detailing expenditure sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation.
- Analyse and verify expenditure recording processes referring to information detailing in supporting documentation and resolving deviations from procedures.
- Ensures consolidation of expenditure transactional information to facilitate the production of Financial Statements and Budget estimations.
- Check statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations.
- Interact with the internal / external auditors and makes available information, supporting documentation and proofs of approval guiding specific records, adjustments and allocation of Expenditure.
- To ensure the processing of expenditure transactions are completed accurately and in accordance with laid down accounting procedures and practices.
- Check and verify transactional recordings, expenditure reports and summaries and, process adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms.
- Ensure the reconciliation of creditors accounts and posting and balancing of ledger accounts.

- Implement remedial measures / corrective action to align performance and output against agreed standards.
- Planning and Monitoring payroll processes, computerized salary systems 'specific applications and implementing approved changes and enhancements through consultation.
- Verify schedule of disbursements to third parties and signing off appropriate reconciliations.
- Verifying payment vouchers/journals. Signing of cheques and managing the payments to casual employees and salary implementations.
- Ensure salaries budgets preparation inputs are done for the office of the budget.
- Ensuring the retaining of Audit evidence on a file.
- Monthly preparation and submission of VAT 201 returns to SARS and correspondence with SARS regarding refunds.

**Remuneration:** Level 3 (R429 438 pa excluding benefits)

**CLOSING DATE & TIME: 30 APRIL 2021 @ 14h00**

**Enquiries:** Mr. Sibuso Mbatha or Mr. Wandile Ngwenya 017 2850 200

**To apply:**

**Please forward your application on the form "Application for Employment" that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver's License with at least three contactable references to**

**Hand delivery**

**or**

**Post**

Senior Manager: Human Resources  
Civic Centre  
Corner Mark and De Wet Street  
Piet Retief  
2380

Senior Manager: Human Resources  
Mkhondo Local Municipality  
P.O. Box 23  
Piet Retief  
2380

Failing to sign the "Application for employment" form will constitute an automatic disqualification

**Note:** Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

***Mkhondo Local Municipality reserves the right no to make an appointment.***

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**M Kunene**  
**Municipal Manager**