



MKHONDO
LOCAL MUNICIPALITY

EXTERNAL/INTERNAL 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:

DEPARTMENT: FINANCIAL SERVICES
SENIOR CLERK FINANCIAL REPORTING
Ref: FS/BR/SNRCLREP/01

MINIMUM REQUIREMENTS

- Grade 12
- A relevant 3 year tertiary qualification, preferably a National Diploma with Financial Accounting as a major
- Computer literacy: MS Office
- 02-05 year relevant experience

ADDED ADVANTAGE

- Degree in Financial Accounting or equivalent relevant qualification

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

RESPONSIBILITIES

- Collating and processing monthly in-year reports (Section 71 reports) for review by supervisor.
- Collating data required and processes budget returns.
- Drawing of monthly budget statements to all departmental heads to detect any misallocations and recommend corrections.
- Receiving and collating/ batching source documentation in accordance with transactions prior to commencing with capturing sequence.
- Accessing specific fields and inserting information and or selecting specific options from the menu to adjust entries.
- Selecting specific report options, viewing report selection and formats and printing reports (Trial Balance, Income and Expenditure, Statutory Returns, Stock Movement, Creditors).
- Loading and or downloading information from specific databanks and databases (bank statements, nominated accounts) and or checking and reporting on adherence to specific transactional parameters/limits.
- Attending scheduled budget public participation in all wards.
- General administrative to all departments on reporting issues.

Remuneration: R 363 544 per annum (excluding benefits)

CLOSING DATE & TIME: Monday, 14 APRIL 2025 @ 12h00

Enquiries: Human Resources

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

Vetting and screening may be done on successful candidates

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

The Municipality 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 not to make an appointment.

MJ MKHONZA
MUNICIPAL MANAGER

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