

RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 269 of 2023

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well motivated, assertive and result driven candidate to appoint to the following posts:-

TREASURY DEPARTMENT

ACCOUNTANT BUDGET & REPORTING
(Task Grade 12)

Salary **R377 561 .52 – R490 100 .76 (Excluding all benefits)**

Requirements: National Diploma (NQF 6)/ B Degree (NQF 7) in Accounting or Public Finance • Municipal Finance Management Programme • 2 to 3 years' experience in Budget and Reporting • Demonstrate practical knowledge of mSCOA • Code B Driver's License • Previous experience in Munsoft financial system will be an added advantage • Good interpersonal communication and reporting skills • Computer literacy, especially MS Excel • Analytical and numeric skills • Knowledge of accounting standards.

Key Performance Areas: Coordinate the key performance and results indicators associated with the processes, preparation, consolidation, presentation, approval, and performance evaluation of the Budget through the implementation of laid down policies and procedures dictating financial reporting and recording requirements. • Provide support to the departmental heads for budget purposes and assist in all budget processes. • Budget control encompassing of monitoring of expenditures against budgets. • Preparation of monthly revenue and expenditure projections. •Facilitation of expenditure reforms. • Internal and external reporting in terms of MFMA, mSCOA, DoRA and other legislative requirements. • Attend to internal and external audit queries by ensuring that internal control procedures are always adhered to.

SYSTEMS ADMINISRATOR (BUDGET)
(TASK GRADE 11)

Salary: **R319 809 .96 to R415 144 .56 per annum (Excluding all benefits)**

Requirements: National Diploma (NQF6) in Financial Information System • 2 to 3 years' experience in Municipal Environment• Demonstrate practical knowledge of mSCOA • Code B Driver's License • Previous experience in Budget and Reporting section will be an added advantage • Good interpersonal communication and reporting skills • Computer literacy, especially MS Excel • Analytical and numeric skills • Knowledge of accounting standards.

Key Performance Areas: Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices. • Performs specific administrative activities associated with the functionality, by updating asset details of computer equipment and accessories located within the Division. • Maintaining records of licences permitting the use of specific software. • Interacting with the Buyer and/ or communicating with external suppliers to provide costs/quotations for new

equipment/ software and submitting to the immediate superior for approval. • To ensure instructions are complied with and administrative records maintained in accordance with departmental guidelines. • Facilitation of expenditure reforms. • Internal and external reporting in terms of MFMA, mSCOA, DoRA and other legislative requirements. • Attend to internal and external audit queries by ensuring that internal control procedures are always adhered to.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity.

Closing date: Friday, 29 December 2023

NB: Applications must reach our office by no later than 16h00 on the closing date!

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CV's with certified copies of qualification to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240.

Enquiries : Human Resources Manager
Telephone : (039) 688 2023 /2075/ 2077

NB : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.