

DIRECTORATE: BUDGET AND TREASURY

DIVISION: BUDGET AND TREASURY

UNIT: BUDGET

**POSITION: DEPUTY DIRECTOR: BUDGET AND TREASURY**

Salary

- R495 732.00 – R498 180.00 per annum: Level 2

Qualifications

- Grade 12
- BTech/ B Comm, Honours/CMA/CA/CIA

Experience, Skills & Other

- 5 years' experience in managerial level.
- Knowledge of Municipal Finance Management Act, Municipal Systems Act, Municipal Budget and Reporting Regulations, Budget Forecasting and Monitoring, Strategic thinking and reporting, Performance Management, Local Economic Development Strategy, Internal Municipal Policies, Understanding of Core operational activities of all Directorates, Municipal Integrated Development Plan, Generally Recognized Accounting Practice (GRAP) Standards
- Strong communication and interpersonal skills, ability to deal effectively with individuals at all levels, people management skills/ managing a team, communicating in writing, strong analytical skills and computer literacy.
- Proactive approach and thinking strategically, self-motivated, integrity and tolerance for stress.

Key Performance Areas

- Manages the Budget and Treasury Section dealing with Capital and Operating Budget, Investment and Cash Flow Management and Activity Based Costing.
- Prepare capital and operating budget for medium term expenditure framework period as well as adjustments to the budget.
- Performs the budgetary control function for the Council as well as monitoring the implementation of the Budget and reporting.
- Cash Flow Management, Investment and Management of conditional grants funds received in advance.
- Budget Reform and the Implementation of the Municipal Finance Act.
- Attends Council, Standing Committees, Senior Management and Departmental meetings.
- Compilation of monthly, Quarterly and Annual Financial Statements.
- Assist in all aspects of the administrative, financial, capital and operations of the assets management and insurance portfolio.

DIRECTORATE: BUDGET AND TREASURY

DIVISION: BUDGET AND TREASURY

UNIT: INCOME & EXPENDITURE

**POSITION: DEPUTY DIRECTOR: INCOME AND EXPENDITURE**

Salary

- R495 732.00 – R498 180.00 per annum: Level 2

Qualifications

- Grade 12
- B Tech/B Comm. Honours/ B Compt. Honours/CMA/ CA/ CIA

Experience, Skills & Other

- 5 years senior management experience.
- Computer and Accounting Skills, Communication skills (written and verbal) including reporting writing, management; administration and organizational skills, decision – making skills, project management and presentation skills, problem solving skills, ability to work under pressure and stress situations

Key Performance Areas

- Responsible for the smooth running of the administration and to provide efficient and effective service rendering.
- Delegating responsibilities to provide efficient and effective service rendering.
- Implement MFMA and other relevant legislation, circulars and regulations and enforce legal compliance.
- Enhancing performance of staff for optimum service delivery.
- Continuously looking out for probable risk factors and urgently mitigating financial risk.
- Craft and ensure that job descriptions; job manuals and procedures (flowcharts) are such that internal controls are followed.
- Responsible for staff training as far as quality; standard; frequency and relevance.

**CLOSING DATE: 23 NOVEMBER 2017**

Prescribed application form is available on the website: [www.matlosana.gov.za](http://www.matlosana.gov.za). Certified copies of original documentation must be attached to the CV. If interested, you are requested to submit a complete Curriculum Vitae at Human Resource Services Unit, Room 3, Ground Floor, Civic Centre, OR Tambo Avenue, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Unit, HR Department, P.O. Box 99, Klerksdorp, 2570. Enquiries can be made with Mr. I Modise (Personnel Officer) at 018 487 8545/8336/8094. Suitably qualified and/or experienced persons with disabilities are encouraged to apply.

The City of Matlosana is an Equal Opportunity Employer.

If you have not been informed by the City Of Matlosana by 23 January 2018, you may accept that your application has been unsuccessful.

Civic Centre  
P.O. Box 99  
KLERKSDORP  
2570

TSR NKHUMISE  
MUNICIPAL MANAGER

Notice No. 126/2016