



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following management vacancy from suitably qualified professionals.

Preference will be given to local residents before considering candidates outside the Bitou Municipal Area

POSITION	:	MANAGER: BUDGET AND REPORTING
DIRECTORATE	:	FINANCIAL SERVICES
DIVISION	:	BUDGET AND FINANCIAL REPORTING
BASIC SALARY	:	R 589 431.84 – R 765 131.70 (T16) + MUNICIPAL BENEFITS
BENEFITS	:	TRANSPORT ALLOWANCE + CELL PHONE ALLOWANCE
REF NO.	:	NOTICE: 181 of 2022

QUALIFICATIONS AND EXPERIENCE: A relevant tertiary qualification, preferably a National Diploma or B Com Degree in financial Accounting • 8 years' or more experience covering all aspects of the relevant financial processes and Management of financial information or having gained specialist experience in a finance discipline of budget and reporting

ADDED ADVANTAGE: • Compliance with the Financial and Supply Chain Management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 (**Municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment**)

REQUIREMENTS AND SKILLS: • Valid Code B Drivers' License • Computer literacy (MS Office Applications) Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak) • Good management, human relations, interpersonal and communication skills • Analytical skills • High level of responsibility • Ability to give attention to detail • Good understanding of risk and financial management • Excellent presentation and project management skills • Work after normal working hours, during emergencies and planned overtime.

FUNCTIONS & RESPONSIBILITIES: • Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures • Implement accounting policies, systems and procedures to ensure sound financial practices • Responsible for legislated return forms in terms of the budgetary function and assisting with statutory reporting • Implement effective budget control management to ensure no overspending that may qualify as unauthorized expenditure • Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures • Coordinate in-service training and internship programs in terms of prescribed requirements • Attends to SDBIP monitoring, capturing information to assist in the operating and capital budgeting processes, adjustment budgets, performance assessments and management advise • Adhere to Supply Chain Management policies • Render management and line function administrative support services to the Section • Keep abreast of current developments, legislative changes and emerging trends in the profession.

Work related enquiries can be directed to Manager HR Administration: Mrs. V Cunningham on tell: 044 501 3441. For general enquiries, contact Mr J Williams or Ms L Clark on telephone no: 044 501 3418.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, Copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

RE-ADVERTISEMENT

- 1. ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
- Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
- LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing will lead to disqualification
- Candidates should clearly state their work experience in relation to the functions and responsibilities required for this position.**

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 05 AUGUST 2022 @ 12:30 p.m.

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. **Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**