



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 160/2024

MANAGER FINANCIAL SERVICES
DEPARTMENT: FINANCE AND COMPLIANCE SERVICES
DIVISION: FINANCIAL SERVICES
PERMANENT

SALARY SCALE: Post Level T15 : R537 012- R697 092 per annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- At least 5 years financial management experience;
- Compliance in terms of 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 regulations 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;
- Code EB/B driver's license;

SKILLS & KNOWLEDGE REQUIRED

- Computer literacy (MS Office Applications)
- Proficiency in at least two of the official languages of the Western Cape (read, write and speak)
- Good human relations, interpersonal, organizational and communication skills
- High level of responsibility
- Ability to work under pressure

KEY PERFORMANCE AREAS

- Manage the Financial Services Division which includes AFS, Budget, MFMA Reporting, Payables, ITC, Cash-Flow and Budget Control;
- Coordinate strategies to ensure linking of IDP, Budget and Performance Management System;
- Manage and assist in preparation of financial statements and audit file;
- Manage GRAP implementation plan and Research;
- Oversight role over specific accounting procedures associated with asset acquisition and disposal management;
- Oversight accounting function over all control accounts including registers;
- Assist Auditor General and implement audit recommendations; and
- Project management of financial reform initiatives.

The Competencies level for this position is an Finance level 4 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional Competencies	Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> Accounting Procurement Budgeting Financial management Costing Financial Reporting Financial Process management 	<ul style="list-style-type: none"> Oral Communication Written Communication Organizational Awareness Problem Solving Planning and Organizing 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service Delivery Orientation 	<ul style="list-style-type: none"> Action and Outcome Orientation Resilience Change Readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Impact and Influence Team Orientation Direction Setting Coaching and Mentoring

CLOSING DATE: 14 JANUARY 2025 @ 12:00 PM

Please note:


- By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences.
- Professional Driver's Permits and registration certificates from professional bodies, where applicable.
- Receipt of applications will not be acknowledged and no supporting documents will be returned,
- **ONLY** certified hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
- Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Application must be made on the official application form of the Laingsburg Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, and must be submitted to: **The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.**

This position is located at the Laingsburg Municipality offices.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**


JAFTA BOOYSEN
MUNICIPAL MANAGER
19 December 2024

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019