

# CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

**Garden Route District Municipality is fully committed to Employment Equity.**

***Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.***

**Applications are invited for the following vacancy in the Planning and Economic Development Department.**

## **ASSISTANT FINANCE MANAGER HUMAN SETTLEMENTS FINANCE (2 YEAR FIXED TERM CONTRACT) (GEORGE)**

**Salary:** R 371 465.64 – R 482 186.04 per annum (T14)

### **Minimum requirements:**

- 4 - year bachelor's degree in Financial Accounting and Commerce or relevant qualification
- Code B Drivers Licence
- Minimum of 3 - 5 year's post qualification in Finance and Commercial field as well as proven experience in a similar management capacity
- 3 – 5 years financial and commercial abilities as well as proven management competencies preferably in property
- Language proficiency in at least two of the official three languages of the Western Cape. (Afrikaans, isiXhosa and English)

### **Duties:**

- Financial Management and preparation of annual revenue and capital budget models, analysis and reports for Senior Management Team and Budget holders
- Assist in the day to day running of the Human Settlements Finance Section
- Assist in developing and reviewing all financial policies and procedures ensuring they comply with current best practice and legislative requirements within the South African affordable housing and finance landscapes
- Assist in ensuring that all internal control measures are implemented and communicated to all appropriate staff
- Monitor financial progress against targets and provide periodical schedule reports to the Executive Manager
- Prepare monthly /quarterly management accounts and periodically submit associated reports to Human Settlements Managements, the Executive Manager and Chief Financial Officer
- Ensure efficient operation of computerised financial systems – Purchase Ledger and Fixed Asset Ledger, Nominal Ledger, Maintenance and Rental Interfaces
- Organise and ensure strict adherence to the financial systems of the GRDM
- Assist with financial modelling relative to feasibility of all planned human settlements programmes and potential projects
- Efficient management of all related project claims covering approved operating and capital programmes and projects within funding years as per approved Business Plans by Provincial and National Human Settlements Departments.

### **Note (s):**

- *Preference will be given to candidates residing in the Garden Route District Municipal area.*
- *Applicants should confirm their employment history by submitting the following supporting documentation:*
- *Qualifications (Degree/Diploma/ certificates)*
- *Identity Document (RSA).*
- *Any other applicable documentation required.*
- *Candidates must be willing to be subjected to practical / proficiency testing.*
- *Candidates must be willing to be subjected to a criminal record check.*
- *Your application will also be subjected to references from your previous or current employers.*
- **No late or faxed applications will be accepted.**

### **Application forms and further information:**

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original Certified (not older than 3 months), copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530 or email to [info@gardenroute.gov.za](mailto:info@gardenroute.gov.za). The application forms are available at the offices of Garden Route District Municipality or visit our website at [www.gardenroute.gov.za](http://www.gardenroute.gov.za). For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413.

Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

***The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.***

**Closing date: Thursday, 24 February 2022 before 16:30**

**Notice no: 12/2022**

**MG STRATU  
MUNICIPAL MANAGER**



**Candidates with disabilities are encouraged to apply.**

