

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. The application forms are available at the offices of Garden Route District Municipality or visit our website at 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: Wednesday, 17 November 2021 before 16:30

Notice no: 109 /2021

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.

