

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 Financial Services Department.

ACCOUNTANT REMUNERATION (GEORGE)

Salary: R 341 484,84 – R 443 271,12 per annum (T12)

Minimum qualification requirements:

- Diploma/ Degree in Accounting (NQF Level 6).
- Computer literate skills in Excel and MS Word.
- Proficient in at least 2 of the official languages of the Western Cape.
- 3 years relevant work experience in applicable or similar environment.

Duties will include:

- Implement various deductions and payments according to schedules, orders & instructions.
- Process, analyse, calculate, and capture allowances, payments and claims on the payday system.
- Perform salary run and payday close-off.
- Perform third party payment and distribution of schedules.
- Perform payday system month-end procedure.
- Perform weekly advance payment.
- Perform and are responsible for various remuneration administrative tasks.

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)*
- *Identity Document (SA);*
- *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.**

Probation period: 6 months

Benefits:

- Subsidised housing -, medical -, pension, car allowance and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

Application forms and further information:

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified 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: Thursday, 10 February 2022

Notice no: 8/2022

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.