

CAREER OPPORTUNITY

Jou roete na vooruitgang • Indlela yakho eya empumelweni • Your route to prosperity



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.

RE-ADVERTISEMENT ACCOUNTANT REMUNERATION (GEORGE)

Salary: R 377 556.00 – R 490 104.00 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.

Please note

1. The Municipality reserves the right not to make an appointment.
2. It would be expected of candidates to be subjected to thorough evaluations. References will be contacted. Verification will be done on qualifications, criminal and credit records. The candidates will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews
3. Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at www.gardenroute.gov.za/jobs/apply for job/Option1: E-recruitment website/ register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months). The successful applicant will be stationed in George and his/her appointment is subject to the signing of an employment contract and a performance agreement; disclosure of financial interest; and security vetting.
4. No posted, faxed, email or hand delivered applications will be considered • If you have not heard from us within two months of the closing date, please accept that your application has been unsuccessful
5. Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification • Fraudulent qualifications or documentation, will immediately disqualify any applicant.

Probation period: 6 months

Benefits:

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Subsidised housing-, medical-, pension- 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.

Applying process and further information:

Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at www.gardenroute.gov.za/jobs/apply for job/Option1: E-recruitment website/ register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications.

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

Closing date: Friday, 27 October 2023 before 13:30

Notice no 113/2023



MG STRATU
MUNICIPAL MANAGER

Candidates with disabilities are encouraged to apply.