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.

CONTROLLER: EXPENDITURE
(GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)

Salary: R 270 900.00 - R 351 624.00

Task Grade: T10

Minimum requirements are according to the approved JD:
Diploma/ Degree with Accounting
2 Years appropriate and relevant experience in the financial environment
Computer Literacy Skills in Excel and MS Word
Accounting Principles and processes
Attention to detail
Analytical
Calculation/ Numeracy/ Formulas
Honesty
Reliable
Report and data manipulation
Excellent communication skills

Competencies:
Functional Competencies
1. Accounting
2. Procurement
3. Budgeting
4. Financial Management
5. Costing
6. Financial Reporting
7. Financial Process Management

Professional Competencies
1. Oral Communication
2. Written Communication
3. Organisational Awareness
4. Problem Solving
5. Planning and Organising

Public Service Orientation Competencies
1. Interpersonal Relationships
2. Communication
3. Service Delivery Orientation

Personal Competencies:

1. Action and outcome orientation
2. Resilience
3. Cognitive ability
4. Change readiness
5. Learning orientation

Management / Leadership Competencies
1. Impact and Influence
2. Team Orientation
3. Direction Setting
4. Coaching and Mentoring

Duties:

Attend to the processing, verification and reconciliation of creditor accounts.
Perform specific accounts updating and reconciliation activities in terms of the conditions of the MFMA.
Maintain specific creditor payment activities and associated sequences to ensure that records are constantly updated and maintained.
Ensure authenticity of documentation received for processing and a transparent record keeping system.
Rendering a support service to all departments in order to ensure effective functioning and service delivery.
Perform miscellaneous and various duties as assigned by the Chief Accountant.

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:
• 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 (Certified within the last 3 months).

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; 2024-10-04 AT 13:30
Notice no: 96/2024

MG STRATU
MUNICIPAL MANAGER

Candidates with disabilities are encouraged to apply.