



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified and experienced applicants to fill the following posts:

MANAGER- BUDGET MONITORING & REPORTING: BUDGET & TREASURY MANAGEMENT
TASK GRADE 12: R 299 626.51 – R 388 914.69
(Total Package: R 483 169.00 per annum subject to certain conditions)
Ref No.14/18

Requirements:

- NQF 7 with Accounting as a Major
- Knowledge and understanding of Generally recognized Accounting Practice (GRAP) is an essential requirement to this post
- Knowledge and understanding of the Municipal Finance Management Act (MFMA) will be an added advantage
- Computer literate – Microsoft Office
- Strong communication and interpersonal skills
- Five (5) years relevant working experience within a Finance environment

Key Performance Areas:

- Implements the budget by opening votes for expenditure and allocation of budget in line with the cash flow projections
- Provides guidelines for budgeting to Directorates by arranging and conducting budget workshops
- Analyses Financial Reports and scrutinize project expenditure
- Monitors the implementation of the budget in terms of financial and non- financial performance against service delivery
- Compiles standing journals for operating budget expenditure
- Assists in the development, coordination and implementation of policies and procedures relating to budgeting
- Coordinates and reports on the utilization of grants and donor funding in compliance with the division of revenue act and other applicable conditions of such funding

ACCOUNTANTS X2 (BUDGET IMPLEMENTATION, MONITORING & REPORTING) - BUDGET & TREASURY

TASK GRADE 11: R 253 780.75 – R 329 420.85

(Total Package: R 423 606.00 per annum subject to certain conditions)

Ref. No.146/17

(The above post is being re-advertised. Applicants who previously applied need not re-apply)

Requirements:

- B. Comm in Accounting or equivalent
- Knowledge and understanding of Generally recognized Accounting Practice (GRAP) is an essential requirement to this post
- Knowledge and understanding of the Municipal Finance Management Act (MFMA) will be an added advantage
- Computer literate
- Three (3) years working experience within a finance and/ or accounting environment

Key Performance Areas:

- Assists in providing budgeting guidelines to the directorates
- Coordinates the Directorates operating and capital budget by obtaining relevant data for consolidation into the BCMM budget
- Assists in planning, implementation, monitoring and reporting of the budget
- Analyses and scrutinizes financial reports to ensure that the expenditure is within the approved budget
- Ensures adherence to the Municipal Finance Management Act

For further enquiries regarding the above posts kindly contact Melanie Naidoo on 043 – 705 2750

PLEASE NOTE:

APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Candidates will be required to undergo a defensive driving or physical/practical test where applicable.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.


Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 2 February 2018

NOTE: The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

Should candidates not be notified of the outcome of their applications within twenty-eight (28) days of the closing date, they may regard themselves as having been unsuccessful.

Benefits include subsidized pension, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.



**A SIHLAHLA
CITY MANAGER**

Daily Dispatch: 22 January 2018