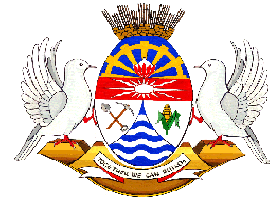


EXTERNAL ADVERTISEMENT



The Lejweleputswa District Municipality hereby invites suitable qualified individuals to apply for the **external** undermentioned positions;

Candidates, who wish to be considered for a post, must post /submit their applications and completed, detailed and comprehensive CV's directly to the Corporate Services Department.

PLEASE NOTE THAT CV'S RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

The Lejweleputswa District Municipality subscribes to the principles of the Employment Equity Act. Certified copies of highest educational qualifications must accompany applications.

Please note that if you do not receive any correspondence from the municipality, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

DIRECTORATE: FINANCE DEPARTMENT

DIVISION: EXPENDITURE

DESIGNATION: ACCOUNTANT EXPENDITURE

SALARY: R 372,672 per Annum level (6)

REQUIREMENTS: Recognised B-com Degree in Accounting or National Diploma in Accounting or Equivalent Qualifications, Certificate in Financial Management (MFMP) will be an advantage. Two (2) to Three (3) years relevant experience. Excellent Excel skills (advance knowledge), Verbal, written and interpersonal.

DUTIES: Assist in the preparation of the Annual Financial Statement (AFS). Assist with monthly FINCOM reporting / Cash Flow Forecast. Checking of the reconciliation between the supplier statements and our records. Checking of payments. Oversee the credibility of the Creditors Age Analysis. Actioning of year end procedures. Interact with internal and external auditors and make available information, supporting documentation.

DESIGNATION: FINANCIAL SYSTEMS OFFICER

SALARY: R 327,288 per Annum level (7)

Requirements: National Diploma in Financial Information Systems, or Equivalent Qualifications. Sound knowledge of financial systems. Two (2) to Three (3) years relevant experience. Ability to work accurately, under pressure and meet deadlines / Accurate and precise attention to detail. Be prepared to work overtime. Ability to analyze technical problems on financial systems. Excellent planning and organizing skills

DUTIES: MSCOA project management. Financial Information Systems integration Champion (Payroll, Prepaid, Billing). Financial Systems Administration. Supervising and control over the Data Management Section. Overseeing the creation of users and allocation of access-rights on financial systems. Performing monthly and

year end procedures. Facilitating the correcting of journals across financial systems modules (Ledger inputs and outputs). Overseeing the monthly billing process through verification and sample testing. Report writing. Exporting of financial information data.

Work related enquiries can be directed to Chief Financial Officer: Mr. P.K Pitso, pitsopk@lejwe.co.za or on telephone: 057 101 0187.

For general enquiries contact Me. S.N.Q Mgobozi, nelisa@lejwe.co.za on telephone: 057 101 0187.

The Lejweleputswa District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Completed applications forms must be submitted with attached certified copies of Identity document and qualifications as well as a CV. Applications can be delivered to: Lejweleputswa District Municipality c/o Tempest and Jan Hofmeyer Road, WELKOM. The attention of the Executive Manager: Corporate Services. All enquiries must be directed to the Human Resource Section.

Application forms can be collected from the above-mentioned office between 07:30 and 16:30 Monday to Friday.

Closing date: 26 February 2021

**PME KAOTA
MUNICIPAL MANAGER**

We thank all applicants for their interest