



A BETTER PLACE FOR ALL

Main Street
Creighton, 3263
P.O Box 62
Creighton 3263
Phone: +27 39 833 1038
Fax: +27 39 833 1179
Email: mailbox@ndz.gov.za
www.ndz.gov.za

Dr Nkosazana Dlamini Zuma Local Municipality hereby invites applications from suitability qualified and experienced individuals for appointment to the following position.

DEPARTMENT	BUDGET AND TREASURY OFFICE
VACANCY 01	ADMINISTRATOR (BUDGET AND REPORTING) (T.G 09)
REMUNERATION	R 212 601.50 PA plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma in Accounting, or any other relevant qualification
- A Minimum of 2 years' experience in Finance Department.
- Computer literate Ms Word / Excel, and Power Point
- Good communication skills (verbal and written)
- A valid driver's licence

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Assist with compilation of Annual Financial Statement and Audit queries.
- Responsible for preparation and execution of the budget and budget process.
- Prepare monthly reconciliation for grant control account and grant investment account.
- Produce budget-related reports in compliance with internal and external Municipal Finance Management Act reporting requirements.
- Analyse and prepare monthly budget versus actual expenditure reports.
- Check budget availability and correctness of votes numbers before procurement can take place.
- Responsible for compilation of reports (monthly, annual, and quarterly reports).
- Assist with coordination of budget review processes through coordination of information received and captured.

- Prepare bank reconciliation & clear reconciling items.
- Prepare investment register and liaise with banks about bank / investments accounts.
- Perform any other duties that may be required by your supervisor.

**Enquiries: Mr S. A Radebe Ass. HR Manager 060 521 8374 \ (039) 833 1038
(During Office Hours 08:00am to 16:00 pm)**

Please note: Applications must be submitted with a signed **Dr. Nkosazana Dlamini Zuma Municipal Application Form** which can be found on our website www.ndz.gov.za accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID and Driver's license,

NB: PLEASE NOTE: No faxed, emails or late applications will be accepted. Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month after the closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

Please forward your application to Mr. N.C. Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 10th February 2023 AT 16:00PM

Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representation in terms of race, gender and disability.


**MR. N C VEZI
MUNICIPAL MANAGER**



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