

VACANCY VAKATURE



DIRECTORATE: FINANCIAL SERVICES

SENIOR ACCOUNTANT: CREDITORS AND CHEQUE ADMINISTRATION

WC044FINESCM0547

REF: FINAN T13 01/06/22

SALARY SCALE: R403 140 – R523 296 per annum T13

REQUIREMENTS:

- Relevant Diploma or B - degree
- NQF Level 6
- Computer Literate
- Code EB Driver's License
- Minimum Competency qualification to be obtained at the discretion of the employer
- 4 Years with at least 1 year in a supervisory capacity in a similar environment

COMPETENCIES:

- Oral & Written communication ability
- Organisational Awareness
- Problem Solving skills
- Execution of Planning & Organising
- Accounting & Budgeting knowledge
- Interpersonal Relationship
- Service Delivery Orientation
- Action and outcome Orientation
- Resilience
- Cognitive ability
- Change readiness
- Learning orientation
- Impact and influence
- Team Orientation
- Direction setting
- Coaching and Mentoring

KEY PERFORMANCE AREAS:

- To maintain a system of internal control to function within the framework of the MFMA and other legislation
- To maintain a system of internal control in respect of creditors and payments
- That the municipality has and maintains a system of internal control in respect of approval, authorization and payments of creditors
- To ensure that the correct payments is made to the suppliers
- To maintain a system of internal control that comply with Council's Procurement Policy, MFMA and National and Provincial Treasury guideline
- To ensure that all recommendations carried out conforms to the conditions as stipulated by the MFMA
- To ensure that the correct expenditure is allocated against the vote
- To maintain a system of internal control to ensure unpaid outstanding orders are analysed and acted upon
- To maintain a system of internal control and to ensure that the Creditor's Section function effectively and efficiently
- To ensure that all Creditor's related queries are attended to
- To ensure that all documents is filed according to Archival instructions

ENQUIRIES: MR GERARD GOLIATH (044 – 801 9036)

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under –represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: recruitment@george.gov.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Late applications or applications sent via fax will not be accepted.

If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 23 JUNE 2022

ICANDELO LOLAWULO: IINKONZO ZEMALI

UMCWANGCISI-MALI OPHEZULU: ABATYALWAYO KUNYE NOLAWULO LWEETSHEKI

WC044FINESCM0547

REF: FINAN T13 01/06/22

INQANABA LOMVUZU: R 403 140 – R 523 296 ngonyaka T13

IIMFUNKO:

- IDiploma efanelekileyo okanye isidanga esinguB
- Inqanaba lesi- 6 leNQF
- Ulwazi lwekhompyutha
- Ilayisensi yokuqhuba enguKhowudi-EB esemthethweni
- Isiqinisekiso sobuchule esincinane kufuneka sifunyanwe ngokwengqiqo yomqeshi
- Iminyaka emi-4 ubuncinane enonyaka om-1 kwisikhundla sokongamela kwindawo efanayo

UBUCHULE

- Ukukwazi ukunxibelelana ngomlomo nangokubhaliweyo
- Ulwazi loMbutho
- Izakhono zokukwazi ukusombulula iingxaki
- Ukwenziwa koCwangciso noLungiselelo
- Ucwangciso-mali nolwazi loHlahlo lwabiwo-mali
- Ubudlelwane nabanye abantu
- Ukuqhelaniswa noNikezelo lweeNkonzo
- Ukuqhelaniswa nentshukumo kunye neziphumo
- Ukomelela
- Isakhono sengqiqo
- Ukulungela inguqu
- Ukuqhelaniswa nokufunda
- Impembelelo nefuthe
- Ukuqhelaniswa neqela
- Ukubekwa komkhomba -ndlela
- Uqeqesho kunye nokuThantamisa

IINDAWO ZOKUSEBENZA EZINGUNDOQO:

- Ukugcina inkqubo yolawulo lwangaphakathi ukuze isebenze ngokwenkqubo-sikhokelo yeMFMA neminye imimiselo
- Ukugcina inkqubo yolawulo lwangaphakathi ngokubhekiselele kubatyalwayo kunye neentlawulo
- Kukuba umasipala unenkqubo kwaye ugcina inkqubo yolawulo lwangaphakathi ngokubhekiselele kulwamkelo, ugunyaziso kunye neyeentlawulo zabatyalwayo.
- Ukuqinisekisa ukuba iintlawulo ezichanekileyo ziyenziwa kubaboneleli ngeenkonzo
- Ukugcina inkqubo yolawulo lwangaphakathi ethobela uMgaqo-nkqubo wokuThengwa kweeMpahla weBhunga, iMFMA kunye nesikhokelo sikaNondyebo weSizwe nowePhondo.
- Ukuqinisekisa ukuba zonke izindululo eziphunyeziweyo ziyahambelana nemiqathango echazwe yiMFMA
- Ukuqinisekisa ukuba inkcitho echanekileyo yabiwa ngokumelene nemali emiselweyo ngeevoti
- Ukugcina inkqubo yolawulo lwangaphakathi ukuqinisekisa ukuba ii-odolo ezingekahlawulwa ziyacazululwa kwaye kusetyenzwe ngazo.
- Ukugcina inkqubo yolawulo lwangaphakathi kunye nokuqinisekisa ukuba iCandelo labaTyalwayo lisebenza ngokufanelekileyo nangempumelelo
- Ukuqinisekisa ukuba yonke imibuzo enxulumene nabaTyalwayo iyahoywa
- Ukuqinisekisa ukuba onke amaxwebhu afayilishwa ngokwemiyalelo yoVimba

IMIBUZO: MNU GERARD GOLIATH (044 – 801 9036)

uMasipala waseGeorge uya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlana kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV, incwadi ehamba nesicelo kunye nefomu yesicelo egcwalisiweyo efumaneka kwi-ofisi yakwaHR, Civic Centre, eYork Street, eGeorge. Nceda thumela isicelo sakho ku: The Manager Human Resources, PO Box 19, George, 6530 okanye nge-imeyili: recruitment@george.gov.za

Nceda qaphela: Nceda uqhoboshele iikopi eziqinisekisiweyo zeyona mfundo iphakamileyo okanye iziqinisekiso ezifanelekileyo ngokweemfuno zomsebenzi. Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso. Isicelo sakho siya kuba phantsi kokuqinisekiswa kweziqinisekiso zakho kunye nokuhlolwa kwerekhodi lamatyala nolwaphulo - mthetho.

Izicelo ezifike emva kwexesha okanye izicelo ezithunyelwe ngefeksi aziyi kwamkelwa.

Ukuba awumenywanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga.

UMASIPALA WASEGEORGE UGCINE ILUNGELO LOKUNGAQESHI

UMHLA WOKUVALA: 23 eyeSilimela 2022