

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: CONTROLLER: BUDGETING AND FINANCIAL MANAGEMENT

PERMANENT APPOINTMENT

WC0442096

REFERENCE: BUDGET 10/2023

Salary : R 284 064 – R 368 700 per annum T10
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject
- 0-2 year's relevant experience required
- Computer literacy: MS Office
- Code B Driver's License

COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting and Financial process Mngement.
- Professional Competencies: Oral and Written Communication, Organisational Awereness, Problem Solving , Planning and Organising.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies: Action and Outcome Orientation, Resilience, Change Readiness, Cognitive Ability and Learning Orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Contribute to timely finalization of budget.
- Ensure that proper reporting procedures are executed.
- Ensure all budget and financial information is managed.
- Ensure proper and accurate administration of grants and subsidies.
- Ensure sound maintenance of the votes system.
- Assist with effective administrative proceedings.
- Ensure that relevant procedures and format are followed regarding cost management.
- Ensure that legal/policy laid down administrative procedures and reporting requirements are complied with.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must work overtime and attend meetings after normal office hours when required.
- Good human relations, interpersonal and communication skills.
- Ability to give attention to detail.
- High level of responsibility.
- Must have excellent numerical skills.
- Must have supervisory skills.
- Must be assertive.

ENQUIRIES: MS CAREY JANSEN VAN VUUREN (044-801 9090)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications (include documentation to verify major subjects), identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to FinancePosts@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **1 NOVEMBER 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 1 NOVEMBER 2023