

EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: SENIOR ACCOUNTANT
FINANCIAL STATEMENT PREPARATION
- George
(Permanent)
WC044FSFR0570
REFERENCE: 3017992

Salary: R445 728 - R578 580 (T13)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

5 – 8 years relevant experience required which includes 2 years supervisory experience
A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as major subject. (include transcript to verify subjects)
Computer literacy: MS Office

COMPETENCIES:

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

KEY PERFORMANCE AREAS:

Study and follow national provincial and institutional legislation, regulations, by-laws and instructions, financial standards and generally accepted financial practices in order to ensure that a professional and efficient financial statement compilation service is provided.
Ensure compliance with Generally Recognised Accounting Practice (GRAP), National Treasury and other statutory regulations on Financial Statements to deliver an accurate and transparent view of Council's financial performance and position.
Production of in-year reporting to external and internal entities to comply with the need for transparency, information availability, and measurements of performance.
Production of financial statements to comply with legislation and co-ordinate the external audit process by the Auditor General.
Supervise staff performance to ensure that the level of effective and efficient performance of the Section's staff are on par and will enhance the efficient and correct compilation of reports and statements in accordance with Council policies, MFMA and GRAP as well as Council requirements.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Able to communicate and negotiate with Council, Management and subordinates.
Must be able to function under pressure to meet deadlines. Must have good administrative and numerical skills.

PROBATION PERIOD: 6 months

ENQUIRIES: Ms Clarina Nell (044 801 9034)

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under the Job Portal. Applicants must register and apply online on the [portal on](#) or before **[2024-02-23]** at 16:30pm.

Applicants must attach a formal George municipality job application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications (include transcript to verify subjects), identity document and driver's license as part of the online application.

Only online 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: [2024-02-23] AT 16:30PM

SIJIKHEZISWA NGAPHANDLE

ICANDELO LOLAWULO: linkonzo zeMali
IGAMA LESIKHUNDLA: UMCWANGCISI-MALI OPHEZULU
UKULUNGISELELA INGXELO YEZEMALI - George
(Ngokusisigxina)
WC044FSFR0570
IREFERENSI: 3017992

Umvuzo: R445 728 - R578 580 (T13)
IiNzuzo zeNkonzo ezongezelelweyo Uncedo loNyango, Umhlalaphantsi, Isibonelelo seZindlu
(ngokuxhomekeke kwiimfuneko ezimiseliweyo), Itshekhi ye-13 kunye ne -
Inshurensi yoBomi beQela.

IIMFUNeko EZINCINANE:

5 - 8 iminyaka yamava afanelekileyo afunekayo abandakanya iminyaka emi-2 yamava okongamela
Isiqinisekiso semfundo ephakamileyo esifanelekileyo seminyaka emi-3, kukhethwa iDiploma yeSizwe
okanye i-B Com nefinancial accounting njengesona sifundo siphambili. (bandakanya inkcazo
yokuqinisekisa amabakala)
Ulwazi lweKhompuyutha: MS Office

UBUCHULE:

Ubuchule bokuSebenza: Ucwangciso-mali, Ukuthengwa kwempahla, Uhlahlo lwabiwo-mali, Ulawulo
lweMali, Ixabiso, Ingxelo yezeMali, Ulawulo lwenkqubo yezeMali.
Ubuchule bobuNgcali: Unxibelelwano Olubhaliweyo noloMlomo, Ulwazi loMbutho, Ukusombulula
iNgxaki, uCwangciso noLungiselelo.
Ubuchule bokuQhelaniswa neNkonzo zoLuNtu: Ubudlelwane phakathi kwabantu, uNxibelelwano,
Ukuqhelaniswa nokunikezelwa kweenkonzo.
Ubuchule boMntu: Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Isakhono sokuqiza,
Ukuqhelaniswa nokufunda.
Ubuchule boLawulo/ bobuNkokheli: Impembelelo neFuthe, Ukuqhelaniswa neQela, Ukubeka
umkhomba ndlela, Ukuqeqesha kunye nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

Funda kwaye ulandele umthetho wesizwe wephondo noweziko, imimiselo, imithetho kamasipala
kunye nemiyalelo, imigangatho yezemali kunye nemisebenzi yemali eyamkelwe ngokubanzi ukuze
kuqinisekiswa ukuba inkonzo yokuqulunqwa kwengxelo ngemali yobuchule nefanelekileyo
iyabonelelwa.
Qinisekisa ukuthotyelwa koMsebenzi woCwangciso-mali owaMkelweyo Jikelele (GRAP), uLawulo -
mali lweSizwe kunye neminye imimiselo esemthethweni ngeNgxelo yeMali ukunikezela ngembono
echanekileyo neselubala yokusebenza kwemali yeBhunga kunye nobume bayo.
Ukuveliswa kwengxelo enyakeni kumaqumrhu angaphandle nangaphakathi ukuthobela imfuno
yokwenziwa kwezinto elubala, ukufumaneka kolwazi, kunye nemilinganiselo yentsebenzo.
Ukuveliswa kweengxelo zemali ukuthobela umthetho kunye nokulungelelanisa inkqubo yophicotho-
zincwadi lwangaphandle nguMphicothi-zincwadi Jikelele.
Ukongamela ukusebenza kwabasebenzi ukuqinisekisa ukuba umgangatho wokusebenza
nokuphumelela kwabasebenzi beCandelo kukumgangatho kwaye kuya kuphucula ukuqulunqwa
ngokufanelekileyo kunye nangokuchanekileyo kweengxelo kunye neengxelo zemali ngokwemigaqo-
nkqubo yeBhunga, iMFMA neGRAP nangokweemfuno zeBhunga kananjalo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA:

Ukwazi ukunxibelelana kunye nothetha-thethwano neBhunga, aBaphathi kunye nabangaphantsi kuwe.

Kufuneka ukwazi ukusebenza phantsi koxinzelelo ukuze uhlangabezana nemihla ebekiweyo. Kufuneka abe nezakhono zolawulo kunye nokubala kakuhle

IXESHA LOKULINGWA:linyanga ezi- 6

IMIBUZO: Nksz Clarina Nell (044 801 9034)

IMIYALELO KUBAFAKI- SICELO

Izicelo kufuneka zingeniswe ngekhompyutha ngoqhagamshelo lwe-intanethi kwisiza sokugaya abasebenzi se-elektroniki, esinokufumaneka kwiwebhusayithi kaMasipala waseGeorge, engu - www.george.gov.za, phantsi kwe-Job Portal. Abafaki- izicelo kufuneka babhalise kwaye bafake izicelo nge-intanethi kwi-portal ngomhla okanye ngaphambi komhla wama-[[23 EYOMDUMBA 2024]] nge-16:30 emva kwemini.

Abafaki-zicelo kufuneka baqhuboshele ifomu esemthethweni yesicelo somsebenzi kamasipala waseGeorge enamacandelo onke agcwalisiweyo kunye neCV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo (faka iziqinisekiso ezikhutshelweyo zokuqinisekisa amabakala) isazisi kunye nephepha-mvume lokuqhuba njengenxalenye yesicelo esingeniswa ngoqhagamshelo lwe-intanethi.

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo. Ukuhweyeshwa kooCeba kunye /okanye amagosa . Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda qaphela, apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo.

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

UMHLA WOKUVALWA : [2024-02-23] NGEYE -16:30PM