



External Advert
Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action Employer and also encourages applications from disabled persons.

DEPARTMENT OF FINANCIAL SERVICES (BTO)
ASSISTANT DIRECTOR REVENUE & EXPENDITURE - TASK GRADE 15

Minimum Requirements

Matric, B. Comm Degree in Accounting or equivalent (NQF Level 7) relevant Financial Management qualification. Added advantage MFMP qualification and MSCOA knowledge. 5 years relevant experience of which 3 years should be at a Supervisory level.

Summary of duties

- Responsible for the management of outcomes associated with the Payroll, Income and Expenditure section (manage the billing, income, payroll and expenditure of the municipality) through the implementation of laid down Income & Expenditure policies and procedures dictating financial reporting and recording;
- Analysing income and expenditure trends and compiling forecasts for inclusion into consolidated budgets outlining expected revenue generation based on tariff escalation and rates income through the expansion of the rate base and, the cost of providing services.
- Preparing and presenting reports detailing the status of debtor accounts and cash flow available to support planned medium to short term interventions to the Finance Sub-Committee and Management Committee.
- Monitoring the debtor's age analysis to determine progress with recovery and/ or seeking reasons for non compliance.
- Monitoring that consumer, rates and sundry debtor accounts are billed correctly and distributed by no later than the 5th working day of each month.
- Analyzing accounting records/ entries of transactional sequences and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor accounts and/ or seeking supporting information to facilitate resolution of outstanding
- Monitoring transactional sequences associated with expenditure for capital and ad-hoc projects/ programs and approving transactional financial reports on projects prior to release for Management perusal and comment.
- Provides financial guidance to the Payroll Officer on all inputs to the payroll.
- Ensures that employees and Councillors are paid according to their packages as provided by the Corporate Services Department.
- Ensures that all payroll changes are implemented as required.

Remuneration: R 52 391,26 per month

Applications must be submitted on an official Amajuba District Municipality's application form that is downloadable from our website: www.amajuba.gov.za which must be accompanied by a comprehensive CV, original certified copies of academic certificates including Drivers Licence, identity document, covering letter. Applications not made on the official application form will not be considered and must reach HR Section no later than 12h00pm on **16 October 2026**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will not be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. The Municipality reserves the right to fill or not to fill this post. Applications MUST be addressed to The Municipal Manager on

Physical Address:

Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952

Postal Address:

Amajuba District Municipality
Private Bag X6615
Newcastle 2940

MRS CB MKHIZE
MUNICIPAL MANAGER