



**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 FINANCE OVERSIGHT - 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 Financial Support Unit through the implementation of laid down policies and procedures dictating financial reporting and recording; executing accounting procedures and processes associated with controlling financial accounts, investments and fixed asset administration; and guiding personnel on specific applications and/ or clarifying instructions and requirements
- 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.
- Analyzing audit findings and investigational reports with a view to determining levels of interventions required to improve procedural applications.
- Providing guidance to the Business Unit on the procedural requirements pertaining to accessing, utilizing and administration of external funding and/ or internal funding for basic capital projects in terms of the Local Authorities Ordinance.
- Defining/ adjusting workflow processes against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management.
- Monitoring the status of records associated with the assets of the Business Unit and applying internal control procedures to check, verify, update and maintain acquisition, valuation and location details.
- Using specific formulae's and factors to determine/ calculate depreciation for inclusion into financial reports.
- Attending meetings between consultants and management to discuss matters pertaining to the Municipality's funding/ projects.

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
MRS CB MKHIZE
MUNICIPAL MANAGER**

Postal Address:

**Amajuba District Municipality
Private Bag X6615
Newcastle 2940**