



**Internal 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)**

**ACCOUNTANT-BUDGET & MANAGEMENT ACCOUNTING- GRADE TASK 12**

**Minimum Requirements**

Matric and National Diploma in Finance or NQF Level 6 equivalent qualification with 3 years relevant experience.

**Summary of duties**

- Compilation and consolidation of the monthly in-year comparative statements for submission to Council and National Treasury. Preparation of Multi-year Budgets and Income Statements for Trading Results. Assessment Rates and Miscellaneous Votes.
- Individual comparative reports are received timeously from the Clusters.
- The individual reports are consolidated systematically and balanced.
- Generate statements of performance and financial position timeously.
- Explanations are received for major variances between actual and budgeted figures.
- Running and scrutiny of Financial Management Systems monthly comparative reports.
- Processing of required re-allocations.
- Calculation of projected income and expenditure for the year and provide explanations for variances from the budget.
- Investigation and reasoning for over and under expenditure.
- Processing of year-end entries and ensuring that all suspense accounts are cleared.
- Attend to External Audit queries.
- Responsible for the completion & Submitting of Vat Return forms. Responding to queries raised by SARS and Responsible for payment/refund of Vat.

**Remuneration: R 29 152,67 per month**

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, Drivers Licence and ID must reach HR Section no later than **12h00 on 30 August 2022**. 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. Applications **MUST** be addressed to The Acting Municipal Manager on:

**Physical Address:**  
Amajuba District Municipality  
B9356 Amajuba Building  
Section 1  
Madadeni, 2952

**Postal Address:**  
Amajuba District Municipality  
Private Bag X6615  
Newcastle  
2940

**MS SITHOLE  
ACTING MUNICIPAL MANAGER**