

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO 30/2025

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

ACCOUNTANT BUDGET, PLANNING REPORTING AND FINANCIAL COMPLIANCE

(Task Grade 13 of a Category 4 Local Authority).

REMUNERATION

An annual salary of **R450 876** is on offer

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS

- Grade 12
- National Diploma in Accounting
- A valid driver's License (minimum code B) is essential
- A minimum of two (2) years relevant experience

CORE RESPONSIBILITIES

- Inputting in the development of institutional budget and processes.
- Providing professional expertise to line managers in fulfilling their responsibilities of planning and budgeting for their departments.

- Gathering information for departmental budget per the prescribed budgeting format, content, and applicable legislative requirements.
- Facilitating the alignment of municipal annual performance, operational, and project planned to the funded budget.
- Facilitating the budget transfers as and when necessary.
- Reconciling spending with the allocated budget per the standard accounting procedures;
- Monitoring spending against budget in the system by printing and analysing system reports and forwarding analysis reports to the immediate superior for further processing.
- Liaising with divisional heads to interpret variances relating to the analysed system budget performance reports and report any deviations to the immediate superior for further processing.
- Monitoring and advising departments on how to maintain their budget spending within budget allocation.
- Liaising with departments on the implementation of all applicable budget-related policies;
- Monitoring the use of the format of annual budgets and supporting documentation, including the required tables, charts, and explanatory information in line with applicable legislative guidelines.
- Advising and assisting departments in the application of funding procedures to realistically fund their budgets including capital per the applicable policies and regulations.
- Determining the use of the format of adjustment budgets and supporting documentation, including the required tables, charts, and explanatory information in line with applicable legislative guidelines.
- Advising and assistance to departments in the application of funding procedures to realistically fund the adjustment budgets per the applicable policies and legislative requirements.
- Facilitating administrative activities relating to annual and midyear budget, and budget adjustments for submission to the council for tabling and forwarding these to the immediate superior for further action.
- Facilitating monthly budget statements in the prescribed format which includes all required tables, charts, and explanatory information per the applicable legislative requirements and guidelines and forwarding them to the immediate superior for further action.
- Facilitating quarterly budget implementation reports and the financial state of the municipality in the prescribed format which includes all required tables, charts, and explanatory information per the applicable legislative requirements and guidelines and forwarding them to the immediate superior for further action.
- Facilitating mid-year budget and municipal performance assessment reports in the prescribed format which includes all required tables, charts, and explanatory information

per the applicable legislative requirements and guidelines and forwarding them to the immediate superior for further action.

- Responding to queries and correspondence by extracting required data, compiling appropriate responses, and submitting responses to the immediate superior for further action.
- Responding to audit queries regarding issues raised in the operations of the sub-section and submitting responses with accompanying documentation to the immediate superior for processing.
- Maintaining records relating to the key performance and results indicators of the subsection in compliance with applicable legislative requirements.
- Facilitating performance reports referring to statistical data and qualitative information relating to the subsection's performance and results indicators, and forwarding them to the immediate superior for attention.
- Any other duties as reasonably delegated by Management and as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on recruitment@jgdm.gov.za. **No faxed or late applications will be accepted.** Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The "Senior Management application form and Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

M.P Nonjola
Municipal Manager
Cnr. Cole and Graham Street
Private Bag X102
Barkly East
9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039
File No: 4/6/3/8

CLOSING DATE: 30 JUNE 2025


30/05/2025