



**NEWCASTLE MUNICIPALITY
VACANCIES
CS26/2021**

The following vacancies exist in the department as mentioned hereunder :-

DEPARTMENT : BUDGET AND TREASURY OFFICE

Position	MANAGER : ASSETS MANAGEMENT : POST ID : BTO100
Remuneration	R617 551,45 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma or Degree in Accounting or Accounting Science • Valid driver's license
Experience	<ul style="list-style-type: none"> • 5 Years' relevant experience in local government of which 3 years' must be at a supervisory level in asset management • Understanding of GRAP standards for assets
Responsibilities	<p>Implements procedure, systems and controls associated with the following key performance are as by :</p> <ul style="list-style-type: none"> • To serve as the custodian who is entrusted with the safeguarding and manage the use of all the assets in the name of the Municipality • Compilation and management of GRAP compliant asset register of the municipality, including correct and proper financial reporting and submission of the CFO • Manage work in progress off all capital projects in progress including the unbundling of Asset under Construction once they have been commissioned. Serve as a link and fuse the financial accounting function with the asset management function between the CFO and the various departments within the municipality • Management the process compilation of the Asset management policy, including the review asset accounting policies to ensure that they fully comply with latest GRAP accounting standards • Co-ordinate the review of useful lives, residual values, re-evaluation, impairment and depreciation methods of items of PPE, on a regular basis • Manage compilation of assets reconciliation with regards to assets register and general ledger • Monitor and guide the municipality with regards to the acquisition, replacement and/or disposal of economic assets that play significant role on maintaining optimal role on service delivery • Provide assistance and guidance with regards to compilation of monthly, interim and annual financial statements with specific reference to inclusion and treatment of assets

Position	ACCOUNTANT : FINANCIAL REPORTING : POST ID : BTO113
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma or Degree in Accounting with Accounting 3 • Driver's license
Experience	<ul style="list-style-type: none"> • 3 Years' relevant experience • Understanding of GRAP and MSCOA • Understanding of the Caseware system
Responsibilities	<ul style="list-style-type: none"> • Plan and compile a schedule of year-end transactions, the reconciliation of the general ledger and the compilations of year-end certificates

	<ul style="list-style-type: none"> • Compile working papers for notes to the financial statements • Preparation on the annual financial statements and interim financial statements in the prescribed format. • Compile a time schedule for the completion of different functions to be performed in the compilation of financial statements as control document for the Auditors. • Authorize entries to general ledger after checking correctness of all reflected information • Analyze suspense accounts and verify balances to Auditors when Annual Financial Statements are being audited • Facilitate the audit of the financial statements by the Auditor Generals representative • Ensure that all informal audit enquiries are being addressed to the satisfaction of the Auditors • Ensure the timely submission of ledger adjustments by checking that journal entries are done when required • Ensure completeness of month end procedures • Implement and manage working session on capacity building on issues that pertinent to financial and expenditure management, GRAP compliance and reporting • Align mapping of the AFS to be compliant with Mscoa requirements • Align In-Year Monitoring reports with AFS.
--	---

Position	ACCOUNTANT : COMPLIANCE REPORTING: POST ID : BTO114
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma or Degree in Accounting • Driver's license
Experience	<ul style="list-style-type: none"> • 3 Years' relevant experience • Understanding of GRAP and MSCOA • Understanding of the Caseware system
Responsibilities	<ul style="list-style-type: none"> • Preparation on the Annual Financial Statements and Interim Financial Statements in the prescribed format • Alignment Budget schedule with AFS • Plan and compile a schedule of year-end transactions, the reconciliation of the general ledger and the compilations of year-end certificates • Completeness of month end procedures • Implement and manage working session on capacity building on issues that pertinent to financial and expenditure management, GRAP compliance and reporting • Align mapping of the AFS to be compliant with Mscoa requirements • Align In-Year Monitoring reports with AFS. • Scrutinize all transactions on the bank statement on a daily basis • Request all bank statements relating to daily transactions of the municipality • Identify all debts and credits on the bank statements and ensure that all have been reconciled • Identify if there are any illegal or weird transactions on the bank statements either being money received or payments going out • Prepare Bank Reconciliations • Receipt all monies received e.g. grants, SARS refunds • Compile working papers for notes to the Financial Statements

Detailed CV's can be forwarded to the Directorate : Human Resources, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director : Budget and Treasury Office, Mr S M Nkosi at 034 – 328 7752.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.

- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY.

CLOSING DATE : 25 JUNE 2021