



NEWCASTLE MUNICIPALITY VACANCIES

CS 35/2024

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

DEPARTMENT: BUDGET & TREASURY OFFICE

Position	MANAGER: SALARIES: POST ID BTO3226
Remuneration	R 670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or B Com Degree in Accounting or equivalent with finance • MS Office • Driver's License
Experience	<ul style="list-style-type: none"> • 5 years or more relevant experience in Payroll and at least 3 years supervisory experience
Responsibilities	<ul style="list-style-type: none"> • Manage the compilation and processing of monthly salary payroll. • Manage the processing of monthly statutory payments on employee related benefits i.e medical aid, pension etc. • Manage timely payments of monthly deductions to third party recipients. • Manage monthly compilation and timely submission returns and reconciliation to Sars, Pension, Salgbc etc. • Provide information on employee related cost for the purposes of compilation of annual financial statements • Ensure that monthly salary payroll is certified, audited and filed in safekeeping for statutory audit by Auditor General. • Manage all Auditor General queries for Payroll during Audit process. • Manage internal audit exercise and maintain the required internal control measures within Salaries Section. • Maintain healthy communication channels with the municipal banker to ensure that salaries are paid smoothly, and certain payments are stopped where necessary. • Maintain effective and efficient channels of communication and lines authority between corporate services and salaries section, with specific reference to appointments, terminations, Acting allowances, long service, leave payout etc. • Assist, guide and provide support to the continued development, enhancement, and improvement on Salaries module of the Financial Management System. • Ensuring proper management of payroll Management unit in terms of GRAP standards and applicable legislation. • Managing general ledger accounts to achieve fair and proper presentation of financial statements. • Ensuring compliance with applicable legislation and Council/Exco resolutions. • Coordinates and controls tasks/activities associated with controlling personnel, productivity and discipline by; • Monitoring attendance/ conduct, output and address deviations from agreed performance indicators through meetings/counselling and motivate personnel. • Participating in the induction programme and providing new recruits to the department
Where advertised	Internal / Newcastle Municipal Website

Detailed CV's can be placed in the box with the Security: Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact Director Expenditure : Mr. ST Biyela at 034 – 328 7823.

- 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.
- **Applicants are not required to submit certified copies of their educational qualifications and other relevant documents but must submit copies of supporting documents**
- **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.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively 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.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

NB: COLOURED MALES & COLOURED FEMALES ARE ENCOURAGED TO APPLY

CLOSING DATE : 30 August 2024