



**Accountant Expenditure
(PERMANANT POST)
Category 01 Municipality
SALARY NOTCH T13**

Minimum Requirements

- Grade 12
- NQF Level 6 in B com Accounting/Internal Auditing or equivalent qualification
- 3 years relevant municipal experience in municipal.
- Municipal Finance Management Programme Certificate
- Be computer literate ,Valid driver's license
- Registration with Chartered of Government Finance ,Audit & Risk Officers (CIGFARO) add advantage

Knowledge Required

- Analyzing and approving expenditure recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Compiling comprehensive financial reports in respect of expenditure, providing the necessary reasoning, legislative statements and/ or applying researched outcomes to support the approval of the Expenditure Operating and Capital Budgets and Financial Statements.
- Evaluating Expenditure related performance outcome reports based on statistical methodologies and formulating and seeking approval on the implementation of financially viable solutions
- Determining the adequacy of expenditure recording and reporting systems, procedures and controls and providing input into policy development/ alignment, through research and interpretation of statutory requirements
- Monitoring and aligning continuous improvement processes against audit and financial regulations and requirements and controlling agreement payment terms and discounting structures.
- Establishing the validity of claims from service providers on outstanding payments/ overdue accounts and preparing advisory notifications to appointed legal professionals to defend actions.
- Calculating, using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information.
- Advising Suppliers on procedures in respect of payment and/ or requesting the completion of the necessary documentation to facilitate payment of accounts.
- Applies accounting procedures and principles to monitor the transactional components of Council's Bank account

Enquiries can be directed to the **HR Manager on 035-550 0069** during office working hours.

Applications must be submitted together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to: The HR Section, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 or be hand delivered to our Registry Office in Lot 105 INkosi Mtubatuba Road on/or before 24/03/2017 at 15H00.

Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful.

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.