



**DEDUTY CHIEF FINANCIAL OFFICER  
(PERMANANT POST)  
Category 01 Municipality  
SALARY NOTCH T17**

**Minimum Requirements**

- Grade 12
- NQF Level 6 in Accounting/Internal Auditing or equivalent qualification
- 3 years relevant municipal experience at middle management level.
- 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**

- Assist with the compilation of annual budget and the adjustment budget for the Municipality
- Ensure policy implementation relating to revenue issues
- Assist the CFO and Senior Managers in the preparation of monthly, quarterly and & annual financial reports
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- Develop and maintain a system of internal control for debtors, revenue creditors and expenditure
- Reconciliation of all revenue received by the Municipality on a weekly basis
- Responsible for the compilation of the monthly bank reconciliation and updating of all transactions in the ledger
- Development and maintenance of an effective e system to control, approve, any expenditure of the Municipality
- Develop and maintain an internal control system for creditors and payments
- Ensure that all accounts of the Municipality are closed at the end of the month and are reconciled with their records
- Manage and report on expenditure incurred through staff salaries, wages and allowances
- Supervise and manages Finance staff
- Assist the CFO with management of the budget and treasury office.

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.***