



# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

Internet: [www.msukaliqwa.gov.za](http://www.msukaliqwa.gov.za)  
E-Mail: [msuka@msukaliqwa.gov.za](mailto:msuka@msukaliqwa.gov.za)

## "IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

### MSUKALIGWA LOCAL MUNICIPALITY "IS AN AFFIRMATIVE ACTION EMPLOYER"

Msukaligwa Local Municipality is inviting applications from suitably qualified and competent persons for appointment to the under mentioned positions.

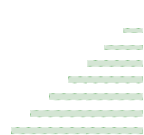
<b>POSITION</b>	:	<b>MANAGER BUDGET</b>
<b>REF. NO</b>	:	<b>80/2019</b>
<b>POST LEVEL</b>	:	<b>3</b>
<b>SALARY</b>	:	<b>R408938, 76pa</b>

#### MINIMUM QUALIFICATION AND REQUIREMENTS:

- Grade 12, B Degree in Accounting, NQF L7 + Computer Literacy + Code B Drivers license
- 5 years in Finance (Budget & Treasury)

#### **DUTIES:**

- Designing effective budgeting models for departments and the entire municipality
- Analyzing financial information (e.g. revenues, expenditures and cash management) to ensure all operations are within budget
- Presenting annual budgets to senior managers and council
- Reviewing budget requests for approval
- Forecasting future budget needs
- Identifying variances between actual and budgeted financial results at the end of each reporting period
- Reviewing municipal budget for compliance with legal regulations
- Ensuring department managers meet budget submission deadlines
- Designing and implementing effective budgeting policies and procedures
- Compiling reports as per MFMA section 52(d)
- Reviewing budget related policies as per MFMA legislation and its regulations
- Preparing section 71 reports
- Preparing interim and annual financial statement
- Assisting Auditor General with Queries during Audit
- Preparing and Monitoring the Audit Action Plan



**PLEASE NOTE**

- **VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING**

**CLOSING DATE: 18 October 2019 12 NOON**

Applications forms and full detailed information about the adverted position is available on the Msukaligwa Local Municipality website ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)) / HR office must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications, ID document and driver's license and the names of three contactable references from current and previous employers must be provided.

Application must be posted / couriered to Msukaligwa Local Municipality,  
P O Box 48,  
Ermelo 2350

or hand delivered to:

Corporate Services (Records Section),  
Cnr Kerk and Taute Street,  
Ermelo.  
for the attention of Director Corporate Services.

For enquiries can contact the Manager: Human Resources Ms L.P Mnisi on 017 801 3580 during office hours

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFULL"  
"THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON".

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GJ MAJOLA

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DATE