



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.msukaligwa.gov.za
E-Mail: msuka@msukaligwa.gov.za

POSITION	:	CHIEF FINANCIAL OFFICER (CFO)
DURATION	:	FIVE YEARS PERFORMANCE BASED CONTRACT
SALARY	:	Min = R972 684.00, Mid = R1 108 275.00, Max =R1 257 894.00

REQUIREMENTS

- Grade 12 A relevant degree in Finance and Accounting or equivalent qualification at NQF level 7 as recognized by SAQA.
- Extensive relevant experience at Senior Management level with 5-8 years of extensive experience in the field of finance experience with a proven ability of communicating and negotiating at all spheres and levels of government, must be eligible for membership of the IMFO.
- Knowledge of the Municipal Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPFFA) as well as other relevant prescripts within the public sector.
- Knowledge of Government budget processes.
- Experience in programme and project management.
- Proficiency in the application of the MS Office Package (Word, Power Point and Excel), excellent knowledge of data analysis and forecasting methods. Project Management Methodologies.
- Ability to strategize and solve problems, strong leadership and organization skills, excellent communication and people skills.
- An analytical mind, comfortable with numbers. Advanced leadership skills, i.e. excellent interpersonal and managerial skills, strategic focus on financial reporting abilities.
- Appropriate understanding of Generally Recognized Accounting Practices (GRAP).
- Compliance with National Treasury Circular no 68 in respect of Minimum Competency Levels for Senior Managers in Municipalities, Gazette 29967 of 15 June 2007.
- Valid Code 08 Driver's License (except disabled applicants). Note: Registration as a Chartered Accountant (SA) or with a relevant professional body will be advantageous.

COMPETENSIES:

- Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Technical Competencies: MFMA legislative and SCM regulatory framework
- Municipal policies, by-laws and procedures.
- Annual financial statements, Performance report, Business and project financial planning MTEF budgeting process amongst others is Municipal Finance Management Act, Municipal Systems Act, Municipal Property Rates Act and other relevant legislation, excellent written and verbal communication skills, ability to work under pressure and adhere to tight deadlines, clear understanding of legislation governing. Working knowledge and understanding in the following areas of the financial management.
- Asset and investment Management.



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- Proven ability in the preparation and implementation of internal control and systems to ensure sound financial management.
- Knowledge of financial management.
- Contract management, supply chain management and budgeting principles.
- Must have excellent communication skills (both written and verbal), strategic capability and leadership, programme and project management, change management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, and time management skills.
- Must have business acumen, be customer-focused and the ability to build high performance teams in financial services. Drive the Municipal's financial planning.
- Perform risk management by analyzing the organization's liabilities and investments.
- Decide on investment strategies by considering cash and liquidity risks.
- Control and evaluate the organization's funding plans and capital structure.
- Ensure cash flow is appropriate for the organization's operations.
- Supervise all finance personnel.
- Manage vendor/supplier/creditor/consumer relationships.
- Prepare reliable current and forecasting reports.
- Set up and oversee the company's finance IT systems.
- Ensure compliance with the law and company's policies.
- Strategically manage and direct the development, maintenance and implementation of the departmental financial and supply chain management policy frameworks, systems, instruments, and delegations.
- Support the head of department and executive managers with the development of the Strategic Plan and annual performance plans.
- Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Finance Management Act, 1999 and the Treasury Regulations.
- Strategically direct processes to ensure that all the departmental accounting systems and practices are compliant with GRAP and GAAP and audit standards.
- Account for the effective, efficient and economical performance of the departmental financial and supply chain management systems.
- Manage and account for the development and implementation of the Department's Budget and Annual Procurement Plan inclusive of managing the monitoring/evaluation thereof and reporting thereon.
- Manage processes to ensure the strengthening of the internal control environment.
- Strategically manage and direct processes to ensure the effective, economical and efficient utilization of departmental monetary and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services.
- Manage the development of the Branch's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment.
- Provide technical advice to the head of department pertaining to strategic, financial and physical resource matters.
- Liaise on behalf of the accounting officer with the National and Provincial Treasuries.



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DUTIES:

- Strategically manage and direct the development, maintenance and implementation of the departmental financial and supply chain management policy frameworks, systems, instruments and delegations.
- Support the Accounting Officer and Directors with the development of the Strategic Plan and annual performance plans.
- Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Municipal Finance Management and the Treasury Regulations
- Strategically direct processes to ensure that all the Municipal Accounting systems and practices are compliant with GRAP and GAAP and audit standards.
- Account for the effective, efficient and economical performance of the Municipal financial and supply chain management systems.
- Manage and account for the development and implementation of the Department's Budget and Annual Procurement Plan inclusive of managing the monitoring/evaluation thereof and reporting thereon.
- Manage processes to ensure the strengthening of the internal control environment.
- Strategically manage and direct processes to ensure the effective, economical and efficient utilization of departmental monetary and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services.
- Manage the development of the Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment.
- Provide technical advice to the head of departments pertaining to strategic, financial, and physical resource matters.
- Liaise on behalf of the accounting officer with the National and Provincial Treasuries.
- Oversee the company's fiscal activity, including budgeting, reporting, and auditing. Assure legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Identify and address financial risks and opportunities for the company. Supervise financial reporting and budgeting team. Review financial reports for ways to reduce costs. Compile credible MTRF and Annual Financial Statements.
- Reporting to the Municipal Manager, the post operates at a strategic level with the focus being Provide an advisory service to Council and the Accounting Officer regarding financial policy matters.
- Ensure the implementation and adherence to the General Recognized Accounting Practices and Generally Accepted Municipal Accounting Practices. Compilation of monthly and annual financial statements.
- Manage revenue, debt collection, financial risk, budget, and treasury office.
- Ensure accuracy in the monthly financial reports to Council and Provincial Treasury.
- Monitor municipal budget and overseeing debt collection initiatives.
- Oversee the efficient investments of council funds.
- Ensure implementation and execution of the indigent policy.
- Liaise with the Auditor General and other bodies which set financial standards to ensure effective compliance with the relevant legislation.



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- Ensure compliance with the Council's Supply Chain Management Policy.
- Develop, implement, and manage strategies, policies including review and update of some, procedures and plans for the directorate under his/her control, aligned with the strategic goals of the municipality through co-operation and innovative teamwork.
- Ensure that all Council Policies and relevant National and provincial legislation regarding financial matters are implemented in accordance with the Municipal Finance Management Act (Act 56 of 2003)
- The successful candidate will oversee effective integrated financial services and supply chain management systems within the Municipality in accordance with the Municipal Finance Management Act (MFMA), Treasury Regulations and other Finance related prescripts.
- Provide strategic support and guidance to the Accounting Officer and Programme Managers
- Develop, implement and monitor financial services and procurement related policies and procedures.
- Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with MFMA and Treasury Regulations in order to ensure compliance and promote sound financial management.
- Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilization of budgets with the Department.
- Oversee and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets.
- Oversee and lead the provision of an effective and efficient supply chain management service within the Department .
- Manage the resources within the Financial Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Communications.

INSTRUCTION TO CANDIDATES

Interested candidates must please forward their application forms obtainable from the municipal website together with comprehensive CV, certified ID and copies of qualifications and the Driver's License for the attention of Mr. P.S Mabuza, Director Corporate Services; P O Box 48, ERMELO, 2350 or hand deliver at 4th floor, Human Resources Department at Corner Taute and Kerk Street, ERMELO, 2350.

For enquiries you can call the Manager: Human Resources (Ms. L.P Mnisi) @ 017 801 3584 during office hours.

The successful candidate will be expected to enter a five-year fixed-term performance-based contract with the Council as envisaged in Section 57 of the Local Government Municipal Systems Act. No 32 of 2000. Should candidates not be notified of the outcome of their application within 90 days of the closing date, they should regard their applications as having been unsuccessful.

CLOSING DATE IS

24 JUNE 2022

12 NOON



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Mr. C LISA
ACTING MUNICIPAL MANAGER

02/06/22
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DATE