MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUIDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350



WE ARE HIRING (VACANCIES)

EXTERNAL & INTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	**Finance**
Job Post Name	**Accountant – Asset Management (X2)**
Duration	Permanent
Task Grade 12	R 440 508.6p/a
Reference Number	MSU/FIN/03/08/26
Location	Ermelo

QUALIFICATIONS

- Grade 12 or **NQF Level 4 equivalent.**
- National Diploma (NQF Level 6) in Accounting, Financial Management, Cost and Management Accounting or an equivalent financial qualification. Bachelor's Degree (NQF Level 7) in Accounting, Finance **or related field.**
- Computer literacy in Microsoft Office applications, with advanced Microsoft Excel skills.
- Valid Code B Driver's Licence.

EXPERIENCE

- Minimum of 2–3 years' relevant experience in Asset Management or Municipal Finance.
- Experience in a Local Government environment will be an added advantage.

KEY COMPETENCIES

- Good financial management and accounting skills.
- Sound analytical and problem-solving abilities.
- Good communication and interpersonal skills.
- Good report writing and presentation skills.
- Ability to work under pressure and meet reporting deadlines.
- Ability to maintain confidentiality and exercise sound judgement.
- Good numerical and reconciliation skills.

KNOWLEDGE

- Sound knowledge of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- Knowledge of Generally Recognised Accounting Practice (GRAP), including GRAP 17, GRAP 31 and GRAP 103.
- Knowledge of Municipal Asset Transfer Regulations.
- Knowledge of National Treasury Municipal Budget and Reporting Regulations.

- Knowledge of depreciation, impairment, revaluation and asset verification processes.
- Understanding of the Municipal Systems Act and other applicable local government legislation.
- Knowledge of internal controls, risk management and audit processes.

DUTIES

- Maintaining an updated Assets Register through updating the assets inventory list and highlighting any changes to the inventory and updating on the main Assets Register.
- Capturing the required identification data of all assets received/ purchased/ transferred by electronically inputting data and doing bar-coding as per the Asset Management Policy.
- Electronically inputs the required data on the Assets Register that segregates the Assets According to their Value, to ensure that this information is up to date and accurate information is maintained as per prescriptions of the Asset Management Policy.
- Assist in compiling monthly, quarterly and annual reports.
- Compiling capitalization and write-off journals.
- Knowledge of Municipal Asset Transfer Regulations.
- Verifying that yearly condition assessments are carried out on assets.
- Performing reconciliation between Asset Management System and General Ledger.
- Ensuring proper calculation of Depreciation against the asset (straight method).

***Please Note**:*

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING** INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

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

Report Fraud and Corruption – National Anti-Corruption hotline- 0800 701 701 (free) or SMS 39772.

CLOSING DATE: 31 August 2026

Endorsed by.

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Mr. M. Kunene
Municipal Manager

Date