



**TOKOLOGO LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EMPLOYMENT EQUITY. APPLICATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED AND COMPETENT APPLICANTS FOR APPOINTMENT TO THE FOLLOWING VACANT POSITIONS:**

**BUDGETING & REPORTING ACCOUNTANT**

**DEPARTMENT:** Financial Services

**SECTION:** Budget Section

**REMUNERATION:** Grade T12 (R174 764. 64 – R226 854 .24)  
First notch - R174 764.64 pa

**CLOSING DATE:** 21 February 2012

**Requirements:** B.Com Accounting Degree or Equivalent (NQF Level 6), Minimum of three years experience in the relevant field of financial management and costs accounting. Extensive exposure to municipal accounting and financial management system. Sound knowledge of the Microsoft Office, GRAP, MFMA, DoRA and other legislation applicable to Municipalities is key. SEBATA Financial Management System knowledge would be advantageous

**Duties and Responsibilities:** Establishment and maintenance of an effective budget office. Implementation of budget reforms as envisaged by the Municipal Finance Management Act. Preparation, execution and control of the yearly and mid-year budgets of Council. Co-ordination of budget workshops and presentations. In-year monitoring and reporting on the budget. Monitoring an effective system for maintenance and capital projects. Performing monthly and year-end balancing of the accounting records. Enhancement of the financial system and when required and ensuring that amendments to the system are correctly implemented. Ensure compliance with applicable legislation and Council resolution. Compilation of reports and comments for submission of Council. Submission of legislated reports as required by the MFMA, and general requests by Treasury and CoGTA. Effective management of the budget and related allocations. Managing the audit and addressing of audit queries, and preparation of remedial action plans. Assist with the preparation of the Annual budget, the Annual financial statements and audit file, the Cash flow planning, the required reporting and any other related duties as may be requested by the CFO.



## **EXPENDITURE ACCOUNTANT**

**DEPARTMENT:** Financial Services  
**SECTION:** Expenditure Section  
**REMUNERATION:** Grade T12 (R174 764. 64 – R226 854 .24)  
First notch - R174 764.64 pa

**CLOSING DATE:** 21 February 2012

**Requirements:** B.Com Accounting Degree or Equivalent (NQF Level 6), Minimum of three years experience in the relevant field of financial management and costs accounting. Extensive exposure to municipal accounting and financial management system. Sound knowledge of the Microsoft Office, GRAP, MFMA and other legislation applicable to Municipalities is key. SEBATA Financial Management System knowledge would be advantageous.

**Duties and Responsibilities:** Establishment and maintenance of an effective expenditure office by planning, organising, directing and control of all the activities and staff of the expenditure section. Ensure compliance with applicable legislation and approved Council resolutions. Responsible for the implementation and maintaining of daily and monthly key controls as prescribed by National Treasury. The daily verification of all expenditure related transactions on the general ledger and ensuring timeous monthly close-off procedures for reporting purposes. Apply monthly budget control to ensure that budgeted expenditure will be adhered to. The timeous preparation of the Bank reconciliation, Creditors reconciliation, Payroll reconciliation and all other expenditure control account reconciliations. The preparation and submission of the monthly VAT returns and the reconciliation of VAT control accounts. Oversee the preparation of the assets and inventory registers as per GRAP reporting framework. The administration, monitoring and keeping of registers on external loans, lease agreements, short term insurance and conditional grant payments. Oversee the monthly balancing and payment of all creditors accounts. Oversee the monthly payroll activities, calculations and the timeous payment of 3rd parties. Assist with the preparation of the Annual budget, the Annual financial statements and audit file, the Cash flow planning, the required reporting and any other related duties as may be requested by the CFO.



## **REVENUE & DEBTORS ACCOUNTANT**

**DEPARTMENT:** Financial Services  
**SECTION:** Revenue Section  
**REMUNERATION:** Grade T12 (R174 764. 64 – R226 854 .24)  
First notch - R174 764.64 pa

**CLOSING DATE:** 21 February 2012

**Requirements:** B.Com Accounting Degree or Equivalent (NQF Level 6), Minimum of three years experience in the relevant field of financial management and costs accounting. Extensive exposure to municipal accounting and financial management systems. Sound knowledge of the Microsoft Office, GRAP, MFMA, DoRA and other legislation applicable to Municipalities is key. SEBATA Financial Management System knowledge would be advantageous

**Duties and Responsibilities:** Establishment and maintenance of an effective revenue & debtors office by planning, organising, directing and control of all the activities and staff of the revenue & debtors section. Ensure compliance with applicable legislation and approved Council resolutions. Responsible for the implementation and maintaining of daily and monthly key controls as prescribed by National Treasury. The daily verification of all revenue & debtors related transactions on the general ledger and ensuring timeous monthly close-off procedures for reporting purposes. Apply monthly budget control to ensure that budgeted income will be realised. The timeous preparation of Debtors control accounts reconciliation's, the Cash control account reconciliation and all other revenue control account reconciliations. The updating and implementation of the valuation roll information onto the financial system and the Rates and taxes reconciliation. Oversee the monthly debtors activities, billing of debtors and the timeous distribution of consumer accounts. Oversee the daily cashiers close-off and banking procedures. Oversee the implementation of the Credit control and related policies. Ensure effective customer care and follow up on customer queries. Ensure the timeous implementation of approved tariffs. The administration, monitoring & keeping of registers on RD cheques with update to consumer accounts, consumer & sundry deposits and conditional grant receipted. Assist with the preparation of the Annual budget, the Annual financial statements and audit file, the Cash flow planning, the required reporting and any other related duties as may be requested by the CFO.

**Applications should be forwarded to the Human Resources Officer, Mrs T Morena-Saul, Tokologo Local Municipality, Private Bag X 46, BOSHOF, 8340 or hand delivered at the Offices of Tokologo Local Municipality, Cnr. Market Square and Voortrekker Street, Boshof.**

**Faxed or e-mailed applications will not be accepted.**

**Closing Date for application : 21 February 2012**

Applicants are advised that if they have not heard from us within 90 days from the closing date, they should accept that their applications were unsuccessful.

**Adv. L.MA. MOFOKENG**  
**Municipal Manager**