



DR. KENNETH KAUNDA DISTRICT MUNICIPALITY, SITUATED IN ORKNEY HEREBY INVITES QUALIFIED CANDIDATES TO APPLY FOR THE BELOW MENTIONED POSITIONS

## DIRECTORATE: BUDGET AND TREASURY OFFICE

**UNIT:** EXPENDITURE  
**POSITION:** SENIOR ACCOUNTANT EXPENDITURE  
**SALARY:** R 612 279.71 – R 643 366.87 (POST LEVEL 4)

### MINIMUM REQUIREMENTS

- B Comm degree
- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as major subject.
- Minimum of 10-15 years work-related experience.
- Proven track record of operational financial management
- Demonstrate knowledge and practice of governance, ethics, and values in financial management.
- Experience in Budget planning, bank reconciliation, cashbook, AFS, financial, and performance reporting.
- Sound Knowledge of GRAP, MFMA, Treasury Regulations, procedures, and processes pertaining to Local Government; strategic, human resources, and leadership skills.
- Knowledge in South African Taxation – Certificate
- Computer literacy: MS Office, Advanced Excel, and Database
- A valid driver's license

### KEY RESPONSIBILITY:

- Maintain and update the cashbook and process bank statement entries, ensuring accurate and timely bank reconciliations.
- Analysing and verifying transactional recordings, expenditure reports, and summaries and processing or approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms
- Process and verify supplier invoices, statements, and payment requisitions in line with approved procedures.
- Facilitate timely payments to suppliers and ensure all supporting documentation is complete and compliant.
- Review and process approved payroll summaries received from the HR/Payroll section and ensure accurate financial recording.
- Monitor expenditure against approved budgets and verify budget availability prior to processing payments.
- Analyse and report on budget variances, supporting financial control and decision-making.
- Ensure compliance with municipal financial policies and applicable legislation, including the Municipal Finance Management Act (MFMA).
- Maintain proper financial records and supporting documents to facilitate internal and external audit processes.
- Supervise, guide, and support staff within the finance section to ensure effective service delivery.
- Ensuring implementation of budget control to prevent unnecessary expenses and reporting regularly in this regard, for instance, preventing unnecessary attendance at workshops or training.
- Identify potential financial and operational risks and implement measures to safeguard council assets and employees.
- Enforce internal controls and contribute to effective risk management practices. Providing support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements
- Reconciling creditor accounts, VAT and claims (insurance claims, fuel, etc.) and proceeding with the posting and balancing of ledger accounts.
- Authorising electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts.
- Examining payments, claims and orders.
- Assisting in preparing expenditure trends/patterns based on the previous year's budget.

**UNIT:** SALARIES  
**POSITION:** ACCOUNTANT PAYROLL  
**SALARY:** R 443 688.25 – R 489 947.26 (POST LEVEL 7)

### MINIMUM REQUIREMENTS

- Grade 12
- B. Com Degree in Accounting/Finance/Economics or National Diploma in Public Finance and Administration (SAQA Qualification ID No. 40554)/48965 and must meet
- Municipal Regulations on minimum Competency levels as outlined
- Minimum of 2-5 years work-related experience of which 2 years must be at any level in a role related to this position
- Proven track record of operational financial management
- Demonstrate knowledge and practice of governance, ethics and values in financial management.
- Experience in Budget planning, financial and performance reporting.
- Knowledge and experience in application of legislation and policy implementation.
- Knowledge and understanding of Basic Conditions of Employment Act.
- Intense experience on Employer Annual Reconciliation (EMP501)
- Interpersonal skills and ability to work under pressure
- Computer literacy
- Code B driver's license

### KEY RESPONSIBILITY:

- Ensure timeous payment of monthly employees related cost to employees and third parties.
- Ensuring that returns and deduction tables are correct and are reconciled to the individual employee's salary.
- Assist with the monthly reconciliation of general ledger.
- Compilation and Submission of Monthly Section 66 Report
- Monthly payment and reconciliation of 3<sup>rd</sup> Parties
- Perform data capturing of new appointments and/or resignation, updating employee information under the supervision of the Chief Accountant, handling enquiries, recons of 3<sup>rd</sup> parties, etc.
- Assist with internal audit processes.
- Assist with compilation of various statutory reporting on monthly basis
- Attend to any other duty as instructed by the Chief Financial Officer.

**UNIT:** BUDGET  
**POSITION:** SENIOR ACCOUNTANT BUDGET AND REPORTING  
**SALARY:** R 612 279.71 – R 643 366.87 (POST LEVEL 4)

### MINIMUM REQUIREMENTS

- Grade 12
- B. Com Degree in Accounting/Finance/Economics and must meet Municipal Regulations on minimum Competency levels as outlined
- 5-8 years' relevant experience in budget and reporting required which include intensive experience on budget report in terms of the Municipal Budget and Reporting Regulations (MBRR)
- Knowledge of generally recognised accounting practise (GRAP) and MSCOA regulations
- Knowledge of MFMA and other financial regulations and legislations governing Local Government
- Experience in Budget planning, financial and performance reporting.
- Excellence communication skills and Good interpersonal relations skills
- Organising and Coordination Skills
- Computer literacy (Proficient in Microsoft Office)
- Valid Driver's license

### KEY RESPONSIBILITIES

- Coordinate and control sequences associated with provision of information related to budget implementation administration.
- Providing support with regards to the consolidation of transactional information to facilitate the production of Annual Financial Statements.
- Coordinate specific sequences associated with maintaining electronically based budget related information data and file records.
- Manage Key performance Areas and outputs of subordinates within the sector interacts with the institution to ensure execution of posts responsibilities are met.
- Consolidate departmental budget submissions.
- Ensure alignment of budgets with the municipality's strategic objectives and Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP).
- Assist with internal audit process and maintain proper financial controls.
- Ensure compliance with the Municipal Finance Management Act (MFMA), treasury regulations, and municipal policies.
- Conduct cost-benefit and financial impact analyses.
- All Statutory Reporting as required by Municipal Finance Management Act (MFMA).
- Attend to any other duty as instructed by the Chief Financial Officer

**UNIT:** EXPENDITURE/ASSETS/AFS  
**POSITION:** ACCOUNTANT ASSETS  
**SALARY:** R 443 688.25 – R 489 947.26 (POST LEVEL 7)

### MINIMUM REQUIREMENTS

- B. Com Degree in Accounting/Finance/Economics or equivalent NQF Level 6 and must meet Municipal Regulations on minimum Competency levels as outlined
- Minimum of 3 years' work-related experience, in which 2 years must be at any level in a related role
- Grade 12
- Computer Literacy
- Good Communication Skills
- Knowledge of Local Government system and Municipal Financial Act will be an advantage
- Experience in financial, performance reporting and GRAP 16&17
- A Valid driver's license

### KEY RESPONSIBILITIES

- Assist to update Asset Register in terms of GRAP 16 & 17 by ensuring that all Asset are accounted for.
- Assist with annual physical verification of assets to ensure completeness.
- Assist with the calculation and recognition of impairment loss.
- Assist to ensure that the asset register reconciles with the Trial balance at year end.
- Assist with the disclosure notes on the Annual Financial Statements.
- Assist with the management of the insurance portfolio by managing insurance claims and ensuring that all municipal assets are insured.

**CLOSING DATE: 03 JULY 2026**

Prescribed application form is available on the website [www.kaundadistrict.gov.za](http://www.kaundadistrict.gov.za) and the Records Office. Certified copies of original certificates not older than 3 months must be attached to the CV. Interested persons are requested to submit complete Curriculum Vitae at the Record Section. Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer. Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer. Suitably qualified and experienced persons with disabilities are encouraged to apply. All enquires must be directed to the Human Resource Division: Mr Thato Mothebidi at 018 406 7000 . Please note that no faxed or e-mailed applications will be considered. If no response is received within three months of closing date, consider your application as unsuccessful.

Appointed person is expected to attain minimum competency level in the unit standards for each competency within eighteen months from the date of appointment. Fraudulent qualifications, information or documents and canvassing for appointment are strongly prohibited and will disqualify applicants. All shortlisted applicants will be subjected to security clearance and competency assessment. All successful candidates will be expected to sign employment contracts, performance agreement and financial disclosure.

Applications should be forwarded to the:

#### Physical Address

#### Record section

Municipal Kenneth Kaunda District Municipality

Civic Centre, Patmore Road

ORKNEY

2620

#### Postal Address

#### Municipal Manager

Dr Kenneth Kaunda District

Private Bag X5017

Klerksdorp

2570