

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: ASSISTANT ACCOUNTANT: PAYROLL ADMINISTRATION

REF: FINAN T11 02/01/2023

Salary : R 318 144 – R 412 992 T11
Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements, 13th Cheque and Group Life Insurance)

MINIMUM REQUIREMENTS:

- A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject.
- Computer Literacy: MS Office
- 0-2 Years relevant experience

SPECIAL CONDITION:

- Must be able to communicate in 2 of the official languages of the Western Cape
- Must have good numerical skills
- Must be dedicated and trustworthy
- Must have good interpersonal communication skills
- Must be able to function independently
- Must be able to work under pressure
- Must pay attention to detail (accounts)
- Must be reliable

COMPETENCIES:

- Core Competencies: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organizational awareness, Problem solving, Planning and Organizing
- Functional Competencies: Business Processes, Use of technology, Data Processing & Analysis,
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus,
- Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Payroll / salary administration
- Preparation and capture of remuneration data
- Remuneration payout
- Temporary appointments
- Payout of salary deductions to 3rd parties
- Remuneration office client service
- Petty cash payments
- Remuneration administration
- Specific accounting functions
- Supervision and personnel development

ENQUIRIES: MR. G. GOLIATH (044 – 801 9036)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and drivers license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before 27 January 2023 at 12:00.

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under represented groups.

CLOSING DATE: 27/01/2023