

# VACANCY VAKATURE



## **EXTERNAL CIRCULATION**

**DIRECTORATE: Financial Services**  
**POST DESIGNATION: Senior Accountant: Budgets - George**  
**(Permanent)**  
**WC044 2012**  
**REFERENCE: 3652650**

Salary: R472 764 - R613 692 (T13)  
Additional Service Benefits: Medical Aid, Pension, Housing 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
- 5-8 year's relevant experience required which includes 2 years of supervisory experience.
- Code B driver's license
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed

### **COMPETENCIES:**

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial process Management.
- Core Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

### **KEY PERFORMANCE AREAS:**

- To ensure acceptable levels of budget and reporting quality performance are maintained, and appropriate corrective measures are executed.
- To ensure that laid down policies and procedures are complied with contributing to administration of critical outcomes associated with budget and financial reporting processes and transactions.
- To ensure efficient and compliant budgeting processes.
- To ensure that administrative sequences dictating reporting requirements are complied with and correspondence responded to through the provision of accurate information.
- To ensure that the post's responsibilities regarding interaction and liaison are efficiently executed.
- To ensure that relevant procedures and format are followed regarding cost management.
- To ensure that the budget of the municipality is compliant with the relevant legislative standards so to mitigate inherent and residual risk.
- To ensure that all grants are reflected correctly in the budget.
- To ensure that funding is obtained for the municipal capital program.
- To ensure that human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.
- To ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives.
- To ensure that the necessary training is provided.

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## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

- Must be able to communicate in two of the three official languages of the Western Cape.
- Must apply attention to detail.
- Must have excellent numerical skills.
- Must have good interpersonal and communication skills.
- Good management and human relations skills.
- High level of responsibility.
- The duties listed are not exhaustive and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description or in accordance with operational requirements.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Le-Anne Maksella (044 8019122)

## **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **[2025-05-23]** at 16:30pm.

## **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties). **Include time period and duties to verify supervisory experience.**
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications (**include transcript to verify subjects**) and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only If applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

## **Disqualification:**

**Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

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**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: [2025-05-23] AT 16:30PM**