

SWELLENDAM MUNICIPALITY
VACANCY : ACCOUNTANT – BUDGET & REPORTING

(Directorate : Financial Services)

Salary scale T12 : R360 072 – R467 600 per annum (plus normal fringe benefits)

Qualification & Experience:

- National Diploma or B.Comm with Financial Accounting as major subject;
- 2 – 5 years relevant experience i.t.o. the listed functions;

Other requirements:

- Computer literacy (MS Office) (*experience in SAMRAS will be an added advantage*);
- Working knowledge and experience of applicable local government legislation (i.e. MFMA, MSA and others as applicable);
- Applicable Municipal Minimum Competency level (MidFin) *will be advantageous*;
- Valid Code B driver's license.

Overview of post:

- Co-ordinates & controls the application of accounting procedures within the Section Budget & Reporting by attending to the compilation of the budget, budget control, financial reporting, financial recordkeeping and bank reconciliation, guiding and developing personnel on the processing sequences and controlling the effective implementation of recordkeeping and data management procedures to facilitate compliance with legislative requirements.

Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to mr Johan De Jager, Manager Budget, Reporting & Expenditure, at telephone number (028) 514 8524.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 10 November 2023 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality
49 Voortrek Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
MUNICIPAL MANAGER

(Notice HR 44/2023)

1.	BUDGETING FUNCTION
1.1	<p data-bbox="320 232 1474 322">FINANCIAL CONTROL AND BUDGET Provides inputs for the preparation of capital and operating estimates and controls expenditure against the approved budget allocations by:</p> <ul data-bbox="320 367 1474 645" style="list-style-type: none"> <li data-bbox="320 367 1474 427">• Analyzing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period. <li data-bbox="320 439 1474 499">• Evaluating the Municipality's performance against the approved budget and addressing deviations/variances with appropriate personnel. <li data-bbox="320 510 1474 571">• Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure. <li data-bbox="320 582 1474 645">• Communicating with Auditors on audit findings and recommendations and institutes the necessary investigational or corrective measures. <p data-bbox="320 678 1474 768">In order to ensure that accurate estimates are prepared in relation to requirements enabling the Municipality to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.</p>
1.2	<p data-bbox="320 810 1474 871">COMPILATION OF BUDGET Co-ordinates and controls sequences associated with the compilation of the budget, by</p> <ul data-bbox="320 904 1474 1832" style="list-style-type: none"> <li data-bbox="320 904 1474 965">• Coordinating briefing sessions with departments to establish budgetary needs (provide Treasury guidelines, information, revenue/expenditure statistics, etc.). <li data-bbox="320 976 1474 1037">• Providing support with regards to the consolidation of transactional information to facilitate the compilation of the annual and adjustment budgets. <li data-bbox="320 1048 1474 1108">• Formulating a draft budget in accordance with Treasury guidelines and submitting the draft budget to the Manager for approval. <li data-bbox="320 1111 1474 1171">• Providing financial and budget information and guidance to other departments to facilitate the resolution of questions, issues and budget prioritizations. <li data-bbox="320 1173 1474 1234">• Participating in public participation sessions to discuss and provide information on the annual budget and obtain relevant input from the public. <li data-bbox="320 1236 1474 1296">• Finalizing the budget in final Treasury format and coordinate activities to obtain budget approval from Council. <li data-bbox="320 1299 1474 1335">• Preparing statistical reports to National Treasury. <li data-bbox="320 1337 1474 1397">• Attending to budget amendments as requested from National Treasury in order to finalise the annual budget. <li data-bbox="320 1400 1474 1460">• Drafting relevant public notices on the annual and adjustment budgets and ensuring publication in the media and display on specific notice boards (Libraries, etc.). <li data-bbox="320 1462 1474 1523">• Monitoring and preparing regular management reports on budget implementation and revenue/expenditure trends and recommends re-allocation or virement of funds as necessary. <li data-bbox="320 1525 1474 1585">• Comparing budget versus current actual revenues and expenditures reviews, monitoring budgets and give feedback to departments with regard to the current budget versus actual spending. <li data-bbox="320 1588 1474 1624">• Prepares working documents and necessary inputs for budgeted analyses. <li data-bbox="320 1626 1474 1662">• Advising staff on budget related issues. <li data-bbox="320 1664 1474 1724">• Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions. <li data-bbox="320 1727 1474 1787">• Performs any duties or responsibilities which fall reasonably within the ambit of the job content as assigned by the superior. <p data-bbox="320 1821 1474 1910">In order to ensure reporting requirements and information explaining and detailing budgetary sequences and trends are coordinated and disseminated to support planning and procedural evaluation.</p>

<p>1.3</p>	<p>BUDGET ADJUSTMENTS</p> <p>Coordinates and controls sequences associated with the compilation of the adjustment budget, by</p> <ul style="list-style-type: none"> • Coordinating the sessions with departments to establish budgetary adjustment needs. • Assisting in the developing and compiling of the adjustment budget. • Formulating a draft adjustment budget and submitting the draft budget to the Executive Manger: Finance for input. • Finalizing the adjustment budget and coordinate activities to obtain approval from Council. • Preparing and submitting the approved adjusted budget to National Treasury. • Ensuring relevant advertisements are placed in the media and at Libraries advertising the annual municipal budget <p>In order to ensure reporting requirements and information explaining and detailing adjustment budgetary sequences are coordinated and disseminated to support planning and procedural evaluation.</p>
<p>2.</p>	<p>REPORTING FUNCTION</p>
<p>2.1</p>	<p>GRANT REPORTING</p> <p>Co-ordinates and controls sequences associated with the compilation of financial grant reports, by</p> <ul style="list-style-type: none"> • Consolidating information received from internal departments and compiling reports to national/provincial treasury on grants received, expenditure and utilization. • Monitoring and controlling the payment of Grant funds into the municipal bank account, ensuring that the correct allocations were deposited and informing the relevant internal departments in writing of Grant details. • Allocating Grants received to specific budget votes or creating new votes on the Financial System. • Monitoring the Grant funding spending and reporting to Provincial and National Treasury as well as internal departments on the grant spending performance. • Preparing statistical reports to National and Provincial Treasury on expenditure of Grant funding. • Monitors grant funding spending implementation, determine and recommend re-allocation or virement of funds when and where necessary. • Interacting with the immediate superior and management to keep them inform of slow spending trends to allow them to take immediate action and where necessary remedial action. • Providing grant funding information to relevant departments and assist in resolving questions, issues and funding prioritizations. • Prepares regular management reports on expenditure of Grant funding. <p>In order to ensure reporting requirements and information explaining and detailing budgetary sequences and trends are coordinated and disseminated to support planning and procedural evaluation.</p>
<p>2.2</p>	<p>REPORTING FUNCTION (AFS, Section 52 and 71 Reporting)</p> <p>Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:</p> <ul style="list-style-type: none"> • Receiving and coordinating information from revenue and relevant departments in order to compile the section 52 and 71 reports timeously. • Providing supporting transactional documents to Directorate Corporate Services to facilitate the compilation of section 72 reports to provincial and national Treasury. • Extracting data from the Financial System and compile the section 52 and 71 reports in the described format as required by National Treasury. • Co-ordinating and controlling processes for the preparation of monthly statements in the prescribed format on the state of the Municipality's budget reflecting particulars regarding actual revenue, expenditure, borrowings and allocations received. • Reviewing information for accuracy, identify any anomalies and where appropriate, take corrective action or report anomalies to management. • Co-ordinating and controls general reporting obligations regarding the preparation of reports to

	<p>National and Provincial Treasury, the Provincial Department of Local Government and/or the Auditor General containing such information, returns, documents, explanations and motivations as may be prescribed or required.</p> <ul style="list-style-type: none"> • Distributing the section 52 and 71 reports for final review and approval. • Ensuring that the section 52 and 71 reports are distributed to Provincial and National Treasury in compliance with the MFMA. • Preparing investigational and productivity reports as required by relevant legislation and treasury directives referring to statistical data and qualitative information related to the financial position of the Municipality, status of national and provincial grants, service delivery standards, etc. for submission to the immediate superior for consideration and inclusion into Council agendas/reports and/or forwarding to the appropriate government departments. • Completing statistical/statutory reports extracting information from the financial system and/or obtained from relevant internal departments/managers. • Compiling investigational reports and/or responses to correspondences and queries, undertaking research or extracting information from records/statistics to support content, recommendations and/or opinion. <p>In order to ensure that administrative sequences dictating reporting requirements are complied with and correspondence responded to through the provision of accurate information.</p>
3.	CONTROL FUNCTIONS
3.1	<p>BANK RECONCILIATION & UNALLOCATED ACCOUNTS</p> <p>Coordinates and controls reconciliation of payments and cash deposits against bank transactional information/statements by:</p> <ul style="list-style-type: none"> ▪ Monitoring the reconciliation of cash deposits performed by the Chief Clerk, referring to system reports and statements and/or responds, seeking clarity or resolves deviations in transactional information. ▪ Coordinating and controlling procedures with respect to the verification of transactional schedules reflecting reconciliation of cash amounts against receipts, etc. ▪ Ensuring that cash amounts in accounting ledgers agree with bank balances. ▪ Reviewing bank accounts, checks balances against ledger amounts and verifies that such amounts agree with financial statement items. ▪ Verifying account numbers and work orders on reports, journal entries and purchase requisitions. ▪ Ensuring that all bank transactions are accurately and timely processed into the accounting system. ▪ Analyzing and verifying unallocated receipts (queried) and forwards to user departments to acquire information in order to allocate receipt to correct account or vote. ▪ Checking the balancing of ledger accounts, checking and correcting incorrect allocations, approves journals and verifies that all deposits are receipted and receipts deposited. <p>In order to ensure that receipts and deposit related transactions are checked and verified in accordance with laid down departmental/ audit procedures.</p>
4	PERSONNEL AND PERFORMANCE MANAGEMENT
4.1	<p>SUPERVISION AND CONTROL</p> <p>Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline by:</p> <ul style="list-style-type: none"> • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counseling and/or other approved methods designed to improve and motivate personnel. • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources. • Participating in the induction program and providing on-the-job training for subordinates and

	<p>internships.</p> <ul style="list-style-type: none"> ● Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. ● Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals. ● Coordinating internship programmes (progress reports, rotation, etc.). <p>In order 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.</p>
<p>5.</p> <p>5.1</p>	<p>FUNCTIONAL MANAGEMENT</p> <p>ADMINISTRATION AND RECORDKEEPING</p> <p>Performs specific sequences associated with functional management of the section, administration and record keeping, by</p> <ul style="list-style-type: none"> ● Implementing and maintaining the financial accounting system, computerised system requirements and maintenance in collaboration with ICT service provider. ● Reporting to the manager on the adequacy of current recordkeeping systems (electronic/ documented form) with a view to improving controls on access, confidentiality and circulation of information. <p>In order to ensure records are up to date, reflective of the activities of the section and made available to support transactional sequences and applications.</p>
<p>5.2</p>	<p>PARTICIPATION AND COMMUNICATION</p> <p>Disseminates guidance and information on specific key performance areas and requirements associated with the financial reporting program by:</p> <ul style="list-style-type: none"> ● Participating in departmental meetings providing comments, advice and/or guidance and responding to queries/questions, through the collection of factual information and/or presenting and elaborating on findings to substantiate outcomes. ● Collaborating with external departments (Treasury, etc.) and professional bodies on financial reporting procedural applications and principles with a view to aligning internal processes. ● Providing advice and guidance to Directorates on the re-alignment of specific financial processes, roles and responsibilities to maintain compliance with statutory legislation. ● Coordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying that information/records submitted satisfies the scope of requirements. <p>In order to ensure that information, advice or opinions on relevant financial matters, communicated through the various mediums is accurately interpreted through the provision of adequate and clear explanation and facts.</p>