

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE

POSTAL ADDRESS:
Private Bag X 504
LIBODE
5160



Tel: 047 5555 024
047 5555 000
047 5550 278

Email:
goldsmithp@nyandenimun.org.co

"Deciding with the people, not for the people"

08 January 2016

EXTERNAL ADVERT

Applications are hereby invited from the suitable candidates for the following

1. Asset Management Accountant– TG: 11
Salary Scale R266 218.27 per annum

Essential Requirements of the post:

Qualifications:

- Matric, National Diploma in Accounting/BCom. Or Equivalent Certificate in Municipal Finance as stipulated in Minimum Competency Levels will be an added advantage.
- Knowledge of Finance Management System.
- Computer Literacy
- Code 08 Drivers License

Work Experience:

3 Years appropriate experience with in-depth knowledge of Asset Management, Government Finance Legislation and principles.

Key Performance Areas:

- Update both movables and infrastructure register to ensure that new acquisitions are recorded.
- Make a list of all additions, transfers, and disposal and submit it to Assistant Manager Asset Management for review of all assets under his or her custodian to ensure that the information is accurate.

- Perform physical verification of assets quarterly.
- Analyse capital votes on the Financial System by extracting the detailed information (cost, quantity, supplier) pertaining to the capital votes into the various cost categories
- Identify transactions recorded against capital votes that should not have been recorded against these votes (i.e. not assets) and prepare a list of transactions to be given to Assistant Manager Asset Management for investigation and subsequent transferal.
- Investigate and compare any differences/changes to the information on the Asset Management System
- Record the differences between Asset List and the Assets Management System and give these to the Assistant Manager Assets Management for review
- File reports and supporting documentation in an orderly manner and on a regular basis by organizing time and the filing procedure to ensure easy future access to information.
- Assist on compiling the accounting file, quarterly/annually for Financial Statements Preparation.

NB: Certified copies of qualifications, driver's license, ID, and CV must accompany the application letter. Failure to submit documents listed above will result in disqualification. **Females, Colored's, Indians, whites and people with disabilities are encouraged to apply, people with disabilities must disclosed the nature of their disabilities.** Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipal Office at Libode. The words "**APPLICATION FOR VACANCY**" should appear on the same side of but separate from the address in the same envelop so as to sensitize the Registry Office of the closing date. Faxed and emailed applications will not be considered. Only short listed and successful candidates will be contacted, and therefore if you have not heard from us within **90** days after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the interviews and appointment if the Council feels no suitable candidate could be found. Canvassing of Councilors/Management is not permitted and proof thereof will result in disqualification.

BACKGROUND SCREENING WILL BE DONE TO SUCCESSFUL CANDIDATE

Applications should be addressed to:

**The Corporate Services Manager
Nyandeni Local Municipality
Private Bag X 504
Libode
5160**

For enquiries contact Corporate Services Department at **047 555 0278 /**

047 555 5024.

CLOSING DATE FOR APPLICATIONS: 29 January 2016 at 12H00

**MRS. N. NOMANDELA
MUNICIPAL MANAGER**