

DIPALESENG LOCAL MUNICIPALITY



INTERNAL/EXTERNAL ADVERT

**Department:** Budget and Treasury

**Position:** Manager Finance

**Basic Salary:** R797 775. 00 basic salary (which excludes benefits i.e. travelling allowance, housing allowance, medical aid, pension fund and 13<sup>th</sup> Cheque bonus)

**TASK Grade:** 17

**Minimum Requirements:** Grade 12/Matric. A relevant 3 year tertiary qualification, preferably a B Com Degree with financial accounting as a major subject. 05 years' experience on managerial position and 03 years' experience on technical skills preferable in the Local Government covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) or credits towards the Certificate in Municipal Finance will be added advantage. Computer Literacy. Valid driver's license. The successful incumbent will be subjected to vetting for criminal record clearance.

**Competencies:** Accounting. Procurement. Budgeting. Financial Management. Costing. Financial Reporting. Financial Process Management. Compilation of the Annual Financial Statement. Knowledge of the Municipal Financial Management Act (MFMA) and the local government legislative framework, Treasury Regulation, Supply Chain Management. Programme and Project Management. People Management and empowerment. Willingness to work irregular hours. Ability to motivate and lead team. Ability to meet conflicting deadlines.

**Duties:** Identifies, defines and motivate to the Chief Financial Officer for approval of short to medium term objectives and priorities of the Department. Ensure that bank and investment accounts are reconciled daily and monthly. Review bank and investment accounts reconciliation statements and ensure that reconciling items are cleared timely and the statements balance to the book of accounts. Providing financial advice in relation to the Municipality's overall financial position, financial viability and financial sustainability. Evaluating trends and longer term impacts using present value and probability analysis techniques. Providing guidance to Section's during the preparation of Operating and Capital Budgets and co-ordinating the consolidation and approval processes. Aligning Capital and Operating Budgets estimations with the key Integrated Development Plan deliverables and organizational priorities. Preparing proposals detailing rates and tariff increases to balance the Budget, whilst ensuring that an undue financial burden is not on consumers and ratepayers and forwarding to the immediate superior for comment. Presenting the Operating and Capital Budgets and related reports to the immediate superior and Council and its Committees for final approval by the legislated deadline date with due regard for National Treasury requirements. Advising CFO regarding the cash flow situation of council available to ensure that sufficient funds are available to meet all obligations. Investigating and calculating the availability of sources of funding, taking into consideration the DORA, grant funds, District Municipality funding, external funding and own funds. Compiling multi-year budget, taking into account the municipality's integrated development plan, national budget, the relevant provincial budget, and national government fiscal macro-economic policy, annual section of Revenue Act, budget-related policies and any agreements reached at the budget forum meetings. Manage, Control and Report on general ledger and vote accounts. Monitor departmental trial balance daily. Liaise with internal and external auditors. Supervision of all daily deposits. Cost all operating expenditure requisitions, month-end-journals. Supervision of all creditors, reconciliations and payments vouchers. Supervision all meter reading input. Debtors control registers and exception reports and any other applicable duties pertaining to the Manager Finance post that may be delegated by the Immediate Supervisor. Preparation of Annual Financial Statements. Providing inputs to budgetary preparations and departmental policy development.

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Preparing and seeking approval of short, medium term budget expenditure. Ensuring that the Asset register is frequently updated and reconciled to the general ledger.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Director Corporate Services, Private Bag X1005, Balfour 2410, or hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410, on or **before 03 October 2025**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, on 017 004 0027.

*Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.*

*The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference.*



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**MR. L. CINDI**  
**MUNICIPAL MANAGER**