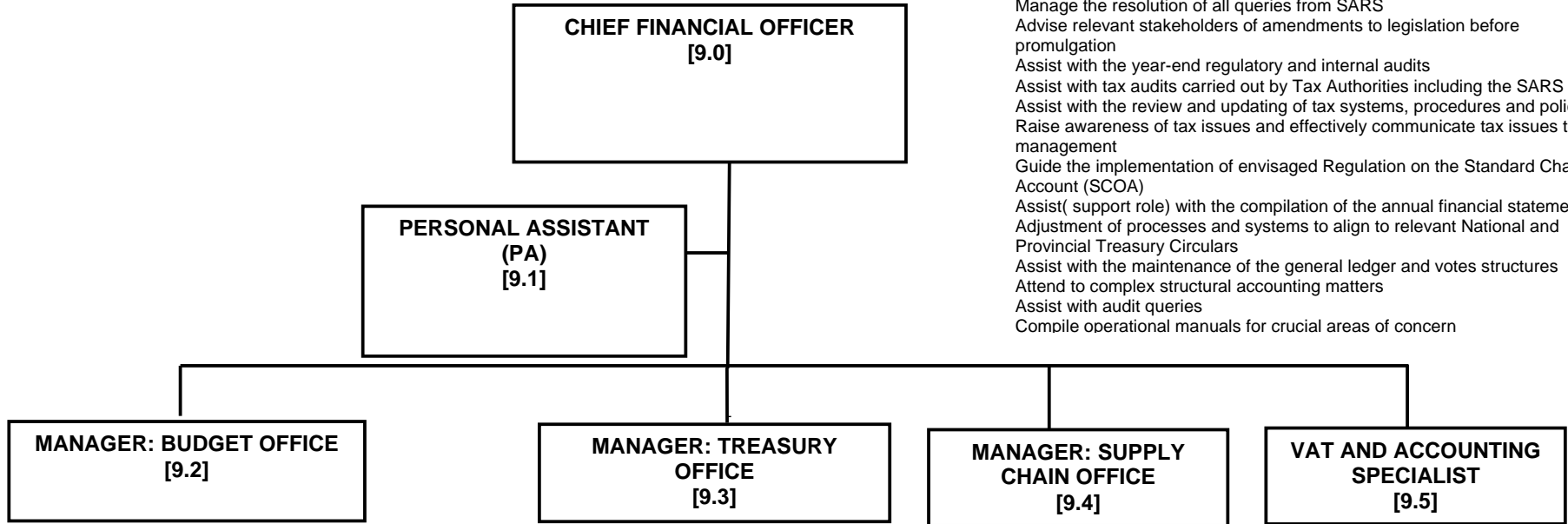


**DIRECTORATE: FINANCIAL SERVICES**



**KPA's**

- Calculation of VAT apportionment %s
- Preparation of VAT apportionment correction journal entries at year end
- Monitoring the submission of monthly PAYE and VAT returns
- Provide advice to relevant parties on VAT and PAYE related issues as required
- Manage the resolution of all queries from SARS
- Advise relevant stakeholders of amendments to legislation before promulgation
- Assist with the year-end regulatory and internal audits
- Assist with tax audits carried out by Tax Authorities including the SARS
- Assist with the review and updating of tax systems, procedures and policies
- Raise awareness of tax issues and effectively communicate tax issues to management
- Guide the implementation of envisaged Regulation on the Standard Chart of Account (SCOA)
- Assist( support role) with the compilation of the annual financial statements
- Adjustment of processes and systems to align to relevant National and Provincial Treasury Circulars
- Assist with the maintenance of the general ledger and votes structures
- Attend to complex structural accounting matters
- Assist with audit queries
- Compile operational manuals for crucial areas of concern

**KPA's**

Ensure that systems and processes are aligned to Operation Clean Audit; Financial and budget control/performance monitoring. Customer relationship management; functional performance assessment; Financial transformation; Liquidity analysis and cash flow management; Optimal resource management.; process improvement Quality financial statements and budgets Advising on cash management methods, systems and processes and funding models Budget implementation –more NB the practical implementation and execution thereof; GRAP aligned asset management solutions

**KPA's**

Responsible for devising strategies to ensure maximisation of Council resources; Review and compile policies and by-laws and ensure proper implementation thereof; Give input into the long and medium term financial strategy of the organisation; Efficient and effective management of the Revenue, Expenditure component of the organisation in line with the requirements of the MFMA, MPRA,MSA, Income Tax Act, VAT Act, COID Act and Council policies and By-Laws. Ensure the correct application of accounting standards pertaining to the Treasury Office; Monitor the performance of the department versus Strategic Goals; Review effectiveness of revenue enhancement strategies. Identification of new sources of income.

**KPA's**

Give effect to the 4 pillars of SCM as per the SCM regulations. Co-ordinate the implementation of functional procedures, systems and controls in order to ensure proper implementation of the SCM policy and regulations. Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline Maintain relationships with service providers/ vendors and contractors. Attends to specific administrative recording and reporting requirements. Influence demand management to facilitate economical procurement.