STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ACCOUNTANT: RECONCILLIATIONS
EXPENDITURE SECTION
FINANCIAL SERVICES
REF: FS/RE/EXP/REC/01

Minimum requirements: (NQF 6) Diploma in Accounting/Finance/Local Government Finance or an equivalent field ● Minimum of 4 years' experience in the Financial Management environment of which 2 years must be in a supervisory capacity● Sound knowledge of Microsoft Office, MFMA and other legislation applicable to municipalities. A valid Code B driver's license. Required minimum competency standards in terms of Minimum competencies (MMCL) or be able to acquire the required unit standards within 18 months of appointment.

Other Requirements: Good interpersonal skills ● Good knowledge of local government financial practices and legislation impacting on functions of this post ● Excellent administrative, communication and supervisory skills ● Excellent analytical skills, accuracy, and attention to detail ● Excellent independent decision-making skills. ● High level of computer literacy pertaining to MS Office applications● Supervisory Skills. ● Language proficiency in at least 2 of the 3 official languages of the Western Cape (Afrikaans, English, Xhosa)

Responsibilities/Duties: Responsible for effective management of creditor payments according to the rules and regulations set out in the Municipal Finance Management Act, to ensure sustainable management of the payment of creditors and payroll. Monthly reconciliation between Expenditure Reports and the General Ledger. To compile reconciliations to ensure proper control over monies paid with regards to creditors and salaries and the general ledger. To ensure that all relevant reconciliations are updated. Ensure that all relevant registers are kept up to date. Perform specific procedures associated with reconciliation and posting of expenditure transactional data. Daily verification of all other expenditure-related transactions on the General Ledger. Managing the Retention Register.

Job related enquiries: Ms Amanda Sondlo 021 808 8533

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059
Ms Lisa Patience

Salary: R 400 532.32 - R 519 906.40 **Plus Benefits**

Note: Both the T-grade and post name are subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

Applications, clearly marked and accompanied by an application form, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with Councilors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.