STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ACCOUNTANT: INTERNAL CONTROL
FINANCIAL STATEMENTS, COMPLIANCE AND REPORTING
FINANCIAL SERVICES
REF: FS/FM/IC/01

Minimum requirements: A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. 2 - 5 years' experience within an accounting environment, with 2 years supervisory experience

Other Requirements: Good communication and literary skills •Communication Skills; Code EB driver's license•Accuracy and attention to detail• Computer Literacy: MS Office• Knowledge of work standards, standard processes, and references to regularly assist management in changes• Ability to work independently and performs job with minimal supervision.

Responsibilities/Duties: Investigating of internal control procedures and identification of ineffective or absent internal control procedures as well as notifying the relevant managers and CFO there-of• Compiling of internal control procedures and assist with implementation of internal control procedures•Execute compliance tests to ensure that control procedures are implemented and continuously maintained in accordance with checklist of focus areas as determined from time to time.• Compiling and maintaining procedures manual.• Compile and gathering and processing of information with regards to statistics, statutory reporting and management information.• Compilation and monitoring of audit action plan for the section financial management services.• Compile and review year-end reconciliations and working documents with regards to the financial statements as delegated by the Manager: Financial Statements, Compliance and Reporting as well as review of the audit file.

Job related enquiries: Lindsay Syster – (021) 808 8734

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

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

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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 Councillors 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.