STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Financial Systems Administrator

FINANCIAL SERVICES

REF: FS-FM-FSYS-02

Minimum requirements: A Relevant 3-year tertiary qualification, preferably a National Diploma or B Com with Financial accounting as a module - 2-5 years' relevant experience required working experience within local government and exposure to finance and accounting systems in Municipality, Valid Driver's licence.

Other Requirements: Have knowledge of MFMA and all legislative competency requirements• A clear understanding of broad financial research and Management is required and a good research ability• Understand of financial processes in Local Government • Excellent report writing, verbal, research, reasoning, and communication skills • Computer Literacy (Word, Excel, and PowerPoint) •Driver's license

Responsibilities/Duties: Control user support request regarding the user of any module or process in the Financial Systems. •Provides guidance to users with start-up/ log on procedures and/or sequences and with errors in the use of the Financial System• Implements sequences and performs the associated procedures required in developing the skills and enforcing the basic controls and disciplines necessary in the running of successful Financial Application Systems. •Must ensure that data remains consistent across the database and is clearly defined. •Report to supervisor on any 3rd party integration to the Financial System• Provide user access levels ensuring that access is limited to their job requirements by means of a dedicated menu to comply with audit security requirements• Initiate with ICT, the loading of Back-ups media on Financial System Servers and the running of all required Back-ups reports by IT•Performs System Upgrades and Implementation by participating in the planning and implementation of new financial systems or upgrades to existing systems. This includes collaborating with IT teams and business stakeholders to ensure that the new system meets the organization's needs and integrates with existing systems. • Conducts all on-going training and monitoring utilization in the Financial System to ensure the full and proper use of the Systems •Compiling of the System Audit file for submission to Auditor General. •Must ensure that data remains consistent across the database and is clearly defined. • Monitor system performance by ensuring that the financial systems and applications are running smoothly and performing as expected. This includes monitoring system performance, troubleshooting issues, and coordinating with technical teams to ensure proper functioning. •Must ensure the financial systems and processes meet security and compliance standards. This includes implementing appropriate access controls, monitoring system activity for potential security breaches, and staying up to date with relevant regulations and industry standards

Job related enquiries: Malungisa Noholoza 021 808 8566

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

Salary: R 287 387.35- R 373 022.34 **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 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.