



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' relevant experience required • a Valid Code B driver's license

Other Requirements: Good communication and literary skills • Communication Skills • 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 thereof • 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 gather 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.

Added Advantage: 1-2 years supervisory experience

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

General Enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

Salary: R 420 598.99 - R 545 953.71

Plus benefits

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

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

Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.

*Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. **Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test.** Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.*

Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.

Closing Date: 11 May 2026

Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process.

If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful

For more information on vacancies, visit www.stellenbosch.gov.za.

The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post