STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ADMINISTRATOR FINANCIAL STATEMENTS AND RECONCILIATIONS
FINANCIAL SERVICES
REF: FS/FM/FSR/03

Minimum Requirements: A relevant 3-year tertiary qualification, preferably a National Diploma or B Com. Degree
● Minimum of 2 years' experience within an accounting environment.

Other Requirements: Ability to cope and perform under stressful situations, and a high level of responsibility.
● Thorough knowledge and understanding of South African Standards of GRAP. ● Knowledge and experience with regards to compilation and maintenance of reports on general ledger and reconciliations on general ledger accounts. ● Knowledge of the MFMA, understanding of the municipal finance management environment and the service role of local government. ● Understanding the principles of internal control. ● Computer literacy (advanced skills more particularly MS excel). ● Proficiency in at least two of the official languages of the Western Cape – speak, read and write. ● Excellent communication, problem solving and organizational skills. ● Ability to take initiate, work accurately and independently. ● Code B driver's license

Responsibilities/Duties: Compile and maintain the audit file (electronic and hard copy) and support annual and interim audit processes. ● Assist with financial year-end procedures and ensure compliance with audit and reporting deadlines. ● Maintain the monthly investment register and perform required reconciliations. ● Coordinate monthly Main Ledger reconciliation meetings and ensure accuracy of transactions captured on financial systems. ● Perform monthly reconciliations of employee benefit accounts (GRAP 18), including long-service awards, medical benefits, bonus and leave accruals. ● Prepare and reconcile general ledger suspense and accrual accounts used for financial year end accounting requirements, including utilities accruals, prepaid electricity, and year-end debtor adjustments. ●Process provisions such as landfill site rehabilitation and annual Eskom deposit interest capitalization. ● Support accurate and timely month-end and year-end financial reporting.

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 268 026.32 - R 347 950.93 **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