



(EXTERNAL ADVERTISEMENT)

DIRECTORATE: FINANCIAL SERVICES
DIVISION: FINANCE PLANNING
SECTION: FINANCIAL STATEMENTS, ASSETS AND REPORTING
LOCATION: WORCESTER

SENIOR ACCOUNTANT: ASSETS (PERMANENT)

BASIC SALARY: R 420 640.43 – R 546 000.51 per annum [T12]

TOTAL COST TO COUNCIL: R 605 044– R 767 595 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: FS/FSAR/1025

Job Purpose: Perform accounting duties and monitoring in respect of asset management processes, procedures and control through proper communications and the implementation of all relevant standards, policies, regulations and guidelines.

Duties: Compliance with the MFMA, GRAP and all relevant legislative and regulatory requirements. • Compile, review and amend relevant policies, processes and procedures in line with accounting framework and legislative prescripts. • Perform monthly depreciation runs on the financial system. • Unbundling of fixed assets and capitalisation in line with GRAP requirements. • Ensure that fixed asset register is maintained and updated in line with the accounting framework. • Perform various reconciliations (fixed asset register, general ledger etc.) and adhere to legislative reporting requirements and timeframes. • Responsible for annual verifications process, useful life assessments and ad hoc asset counts/ verifications. • Account for impairment of assets. • Plan and co-ordinate the annual auction of obsolete and redundant assets and account for disposals. • Provide input to the annual financial statements in terms of GRAP standards. • Attend to and resolve audit queries. • Analysis of financial information/ data and perform adjusting entries as required. • Report on the existence, conditions and performance of the assets of Breed Valley Municipality to management and other relevant parties. • Maintain acceptable levels of productivity and performance standards through effective supervision and control. • Ensure a well-maintained designated vehicle and the accurate capturing of kilometres in accordance with the laid down Procedures, Policies and guidelines.

Minimum Requirements:

- Relevant B Degree or NQF level 7 equivalent qualification, preferably with financial accounting as a major subject
- Valid Code B Driving Licence
- Computer literacy (MS Office Applications).
- 5 relevant experiences required which includes 2 years of supervisory experience
- Proficient in at least two (2) of the three (3) official languages in the Western Cape.
- Sound knowledge of the standards of Generally Recognised Accounting Practise (GRAP).
- Analytical skills.
- Ability to give attention to detail.

- Good numerical skills.
- Compliance with the National Treasury Regulations on the required Minimum Competency Level Unit Standards applicable to this position, or must complete the unit standards within an 18-month period from the date of appointment as provided for in GNR 1146 under GG 41996, dated 26 October 2018

Competencies: (For a detailed description of competencies, read competency level 3 from page 270 / 770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Functional/ Professional Competencies: Accounting, Procurement ,Budgeting, Financial Management , Costing.

Public Service Orientation Competencies: Financial Reporting, Financial Process Management.

Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery.

Personal Competencies: Action and Outcome Orientation, Resilience, Cognitive Ability, Change Readiness, Learning Orientation.

Management and leadership competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

PLEASE NOTE: Please read the below conditions carefully, only those who comply with the conditions will be considered:

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**.
3. **Only online applications will be accepted via the link:** <https://bvmjobs.mcidirecthire.com>
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications and valid driver's license not older than six (6) months and covering letter.**
6. **Applicant with a foreign/ international educational qualification must submit a certificate of verification by SAQA.**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
8. **For enquiries contact the Human Resources Office at 023 348 4961 or by email address:** jobs@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Misrepresentation of information or fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **13 November 2025 at 14:00.**

The Municipality reserves its right not to make an appointment.