



(EXTERNAL ADVERTISEMENT)

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

SENIOR ACCOUNTANT: FINANCIAL STATEMENTS AND EXTERNAL AUDIT (PERMANENT)

BASIC SALARY: R 444 326.56 – R 576 746.31 per annum [T13]

TOTAL COST TO COUNCIL: R 631 766 – R 802 485 per annum

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

Ref: FS/FSEA/0125

Job Purpose: Performs accounting duties by coordinating, compiling, analysing, monitoring and controlling activities associated with the preparation of financial statements, financial reporting, external audit processes and budgetary reporting through the implementation of laid down policies, accounting standards, procedures and legislation.

Duties:

- Keep abreast of GRAP standards (new and amended), MFMA, all relevant legislative and regulatory requirements.
- Align the Accounting policies to the GRAP standards, MFMA, all relevant legislative and regulatory requirements.
- Ensure that the financial statements comply to the general reporting obligations and procedures.
- Implement newly effected Accounting Standards.
- Monitor and maintain the Main Ledger to ensure data accuracy and adherence to the requirements of GRAP and Municipal Standard Chart of Accounts.
- Analyse and reconcile all expenditure, income and capital suspense accounts with the main ledger votes to ensure the accuracy of financial transactions.
- Solidify, interpret, analyse and formulate data into disclosure information for Financial Statement disclosure purposes.
- Obtain relevant confirmation from external parties.
- Maintain the Annual Financial Statements on the AFS Financial System and ensure the fair representation of the Annual Financial Statements provided (in line with Section 122 (1)(a) of the Municipal Finance Management Act, 2003 (Act no. 56 of 2003) for audit purposes.
- Ensure information in the Annual Financial Statements are relevant, reliable, comparable and understandable by aligning it against the supporting documentation provided.
- Implement all recommendations received from the performance audit committee after the high-level review on the Financial Statements and ensure that all audit findings raised for the annual financial statements are corrected.
- Compile Annual Financial lead schedules and ensure alignment to the disclosure within the AFS.
- Ensure timeous submission of request of information and COMAF responses issued by the Auditor General for the AG to conduct audit work on financial statements, IT processes and

performance processes, as well as to ensure that audit plans are implemented to avoid repeat audit findings and promote clean municipal administration.

- Analyse, interpret and compile legislative and regulatory budget tables, reports and returns relating to the Statement of Financial Position and ratios schedules.

Minimum Requirements:

- B Degree: Financial Management (Majoring in Accounting) or Accounting.
- Valid Code B Driving Licence
- Computer literacy (MS Office Applications).
- 5-8 years' relevant experience required which includes 2 years of supervisory experience.

Other Requirements:

- Proficiency 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), MFMA and regulations.
- Analytical skills.
- Ability to give attention to detail.

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 covering letter.**
6. 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.
7. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address: jobs@bvm.gov.za
8. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. 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 **14 February 2025 at 13:00.**

The Municipality reserves its right not to make an appointment.