



(EXTERNAL ADVERTISEMENT)

**DIRECTORATE: FINANCIAL SERVICES
DIVISION: FINANCIAL PLANNING
SECTION: EXPENDITURE & SALARIES
LOCATION: WORCESTER**

SENIOR CLERK: SALARIES (PERMANENT)

BASIC SALARY: R164 118.15 – R213 060.85 per annum [T6]

TOTAL COST TO COUNCIL: R 245 310 – R308 756 per annum

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

Ref: FS/FP01/0125

Job Purpose: To prepare all salary and benefit payments and related functions for the monthly salary run in accordance with the relevant legislation and policies.

Duties: • Retrieve and verify source documents of overtime and other allowances approved by the Council policies, before processing on Payroll system • Process source documentations for the deductions of personnel's telephone usage received from the costing department • Calculate and process the Acting- and Ex Gratia Allowance received from the Human Resource in line with laid down policies • Capture all data, adjustments from the source documents and / or excel spreadsheets on the financial system • Process and ensure that the third party payments are done timeously • Capturing, updating and processing third party payments on the Financial Management System • Capturing, updating and processing transactions for permanent staff, temporary staff and Expanded Public Works Project (EPWP) staff on the Financial Management System • Prepare payment of subsistence allowances, sundries and adhoc travel allowances • Administer the facilities of the stop- order system and statutory deductions • Liaise with internal and external stakeholders regarding any queries to be resolved • Assist with the compiling and sorting of pay slip lists per department • Record keeping of all relevant documentation for audit purposes.

Minimum Requirements:

- Certificate in Financial Management (NQF Level 5)
- Computer Literacy: MS Office,
- 2 years relevant experience
- Proficient in at least two (2) of the three (3) official languages in the Western Cape.

Preferred Requirements:

- National diploma in Financial Management
- 3 years' relevant experience

Competencies: (For a detailed description of competencies, read competency level 2 from page 52 - 61 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics & Professionalism, Organizational Awareness, Problem Solving, Planning & Organizing

Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation & Customer Focus.

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

Management / Leadership Competencies: Impact & Influence, Team Orientation, Direction Setting, Coaching & 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. **Applicant with a foreign 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 on 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. Fraudulent qualifications documentation or misrepresentation of information will immediately disqualify any applicant.
11. If you have not heard from us within 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.