



**(EXTERNAL ADVERTISEMENT)**

**DIRECTORATE: FINANCIAL SERVICES**

**DIVISION: FINANCIAL PLANNING**

**LOCATION: WORCESTER**

**CONTROLLER: SALARIES (PERMANENT)**

**SALARY R 271 001.74 – R 351 730.32 per annum [T10]**

**TOTAL COST TO COUNCIL: R 381 997 – R 486 074 per annum**

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

**Ref: FS/RS/FP01/0724**

**Job Purpose:** Supervises and approves a variety of tasks associated with the preparation, maintaining and timely payment of the payroll processes and other statutory payments in accordance with laid down policies, standard operating procedures, regulations, and legislation.

**Duties:**

- Give input into monthly operational plans and schedules.
- Coordinate and oversee the scheduled plan.
- Monitor through regular inspections the performance and reporting challenges to the immediate superior.
- Interpret the approved policies and draft standards operating procedures that will have an influence on the department.
- Comply with general reporting obligations and procedures regarding payroll.
- Ensuring that Salaries, benefits and third parties are paid in accordance with the relevant legislation, collective agreements and policies.
- Ensuring system records are maintained and reflective of changes supporting accuracy and efficiency in the interpretation and conversion of input data.
- Ensuring the accuracy of payment of benefits on the payroll system of each project.
- Extract, compile and review relevant reports of the pay runs.
- Ensure accurate record keeping of all movements in the payroll processes during a month.
- Ensure that effective communication is promoted between all stakeholders to enhance service delivery.
- Compile relevant salary reports as prescribed by laid down policies and submit to the immediate superior
- Provide information as per MFMA requirements.
- Ensure timeous submission of information and response to the Auditor General.
- Lead and manage staff in the section to ensure that they meet their career objectives and the Directorate's objectives in line with Council's requirements and resource constraints.

**Minimum Requirements:**

- Relevant National Diploma (NQF Level 6).
- Computer Literacy MS Office.
- Knowledge of a Financial system.
- Good interpersonal and communication skills.
- Be able to work independently.
- Good accounting and calculation skills.
- Supervisory skills.
- 3 years' relevant experience (Payroll / Salaries)
- Proficient in at least two (2) of the three (3) languages in the Western Cape.

**Competencies:** (For detail description of competencies, read competency level 2 from page 52/707 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 and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.

**Functional Competencies:** Business Processes, Use of Technology, Data Processing and Analysis.

**Public Service Orientation:** Interpersonal, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

**Personal Competencies:** Action Orientation, Resilience, Change Readiness, Cognitive Ability, 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. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations. '
9. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za)
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. 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 **01 August 2024 at 13:00.**

**The Municipality reserves its right not to make an appointment.**