



**The Moses Kotane Local Municipality hereby invites suitable qualified candidates to apply for the following vacancy to render development administration and planning services**

**INTERNAL AND EXTERNAL ADVERTISEMENT**

**DEPARTMENT OF BUDGET & TREASURY OFFICE**

**PRINCIPAL BUDGET & LEGISLATIVE REPORTING (RE-ADVERT)**

**REF: HR01/11/2024**

**SALARY LEVEL: 19 – 25**

**ENTRY NOTCH: R1 041797.16**

**(Total cost to company)**

**Responsibilities:**

- Responsible in support of the Chief Financial Officer in the Budget preparation and submission of all reports in terms of the MFMA.
- Serves as a legislation liaison, as appropriate to the position: provides information to bill sponsors, review legislation, and informs management of legislative funding proposals.
- Review availability of funding and approves budget revision request for unrestricted funding, requisitions for faculty recruitment, faculty contracts, and new staff positions.
- Complies schedule and special reports, analyses and feasibility studies such as annual data summarizes and programmes status reports.
- Able to present and disclose financial statements. Able to amend and review financial policies in accordance with prevailing norms and standards. Provides guidance to and supervises subordinates.
- Calculates and interprets accounting ratios. Prepare the budget aligned to the IDP and treasury regulations.
- Document Budget assumptions.
- Revise budget and prepare adjustment budget.
- Compilations of financial statement in terms of appropriate legislation.

**Requirements**

- Grade 12 Certificate plus Bachelor's degree in commerce with Financial Accounting as a major subject.
- 5-8 years relevant Experience in Public sector of which 2 years must be at managerial level.
- Registered/Certified CA (Chartered Accountant), Registration with professional bodies and Municipal Finance Management Certificate will be an added advantage.
- Knowledge in implementing legislative principles. Interpretation of the financial data and financial reporting.
- Valid Driver's License.

Interested candidates should send an application form obtainable from HR office (Not Z83 forms), CV, Certified copies of Qualifications and ID in a sealed envelope to the address given below:

The Municipal Manager  
Moses Kotane Local Municipality  
Private Bag X1011  
Mogwase 0314

**OR**

Courier/Hand delivery to the Civic Centre  
Stand number 933, Unit 3 railway Road  
HR Office  
Mogwase 0314

**Faxed or e-mailed applications will not be accepted**

If no response is received in 3 months, you must consider your application as being unsuccessful, and any further correspondence will be entered only with shortlisted candidates.

The Moses Kotane Local Municipality is committed to employment practices that redress past imbalances, and therefore disabled candidates who meet requirements are encouraged to apply.

**NB: The employer shall have a right to appoint or not.**

**All those who previously applied for this position should re-apply**

**All enquiries should be directed to the human resources office at 014 555 1429/1371**

**CLOSING DATE: 17/04/2025**

**MR M.V. LETSOALO**  
**MUNICIPAL MANAGER**