

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

ACCOUNTANT: CREDITORS EXPENDITURE (FINANCIAL SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

**APPLICANTS RESIDING WITHIN THE WESTERN CAPE SHALL BE CONSIDERED FOR
THE SHORTLIST OF CANDIDATES**

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6)
- Computer Literate (MS Office applications)
- Minimum of 2 to 5 years' relevant experience
- Supervisory experience
- Valid Code B driver's license (Manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work overtime after normal office hours when required

COMPETENCIES REQUIRED

Core Professional Competencies:

- Assists with the preparation and reviewing of training material, policies and guidelines
- Sound report writing skills
- In-depth knowledge of issues impacting service delivery
- Identifies various alternative options and selects most appropriate solutions

Functional Competencies:

- Aware of and able to apply the principles of GRAP
- Uses techniques such as time series and index numbers to interpret accounting data
- Contributes to the planning and allocation of resources
- Prepares forecasts of income and expenditure
- Contributes to cost management by value analysis and cost reduction techniques

Public Service Orientation:

- Accurately captures expectations, ideas and concerns
- Organises and presents own perspective in a logical manner
- Professional in interaction with the general public and stakeholders

Personal Competencies:

- Pushes self and motivates others for results
- Stays calm and focused under pressure, responding constructively to adverse situations
- Demonstrates logical, consequential thinking and develops new ways to solve problems

Leadership Competencies:

- Sets out work for others in a well-planned and organised manner
- Diagnoses performance issues and determines appropriate developmental interventions
- Provides individuals with guidance on how to handle new or difficult situations

KEY PERFORMANCE AREAS

- Interact with internal and external auditors
- Prepare statistical reports depicting short- and medium-term creditor and ad hoc expenditure trends
- Analyse and verify transactional recordings, specific expenditure reports and summaries
- Activate electronic payment sequences
- Execute monthly, quarterly and annual creditor's reconciliations and reporting
- Ensure the accurate and timeous payment of creditors according to approved budget
- Check and update invoices, sundry payments, travel and subsistence claims
- Maintain electronically-based data and records
- Monitor and address personnel performance, productivity and discipline
- Handle creditor enquiries by attending to telephonic, e-mailed, written and verbal queries

SALARY SCALE:

All-inclusive total package of ± R507 188.11 – R648 417.99 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R366 826.92 – R476 138.88 per annum (T12)

CLOSING DATE: 19 JUNE 2023

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.***
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to admin@mosselbay.gov.za**. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**MR. C PUREN
MUNICIPAL MANAGER**

**MOSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi
persone om vir die ondergemelde vakature aansoek te doen**

REKENMEESTER: KREDITEURE

UITGAWES

(FINANSIËLE DIENSTE)

MOSELBAAI

PERMANENTE AANSTELLING

**AANSOEKERS WOONAGTIG IN DIE WES-KAAP SAL VIR DIE KORTLYS VAN KANDIDATE
OORWEEG WORD**

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6)
- Rekenaargeletterd (MS Office toepassings)
- Minimum 2 tot 5 jaar verwante ondervinding
- Toesighouding ondervinding
- Geldige Kode B Bestuurderslisensie (Handrat voertuig)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om oortyd te werk na normale kantoorure wanneer van vereis word

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Help met die voorbereiding en hersiening van opleidingsmateriaal, beleide en riglyne
- Sterk verslagskryf vaardigheid
- In-diepte kennis van kwessies wat dienslewering beïnvloed
- Identifiseer verskeie alternatiewe opsies en kies die mees geskikte-oplossings

Funksionele Bevoegdhe:

- Bewus van en in staat om die beginsels van “GRAP” toe te pas
- Gebruik tegnieke soos tydreeks en indeksnommers om rekenkundige data te interpreteer
- Dra by tot die beplanning en toekenning van hulpbronne
- Berei voorspellings/ vooruitskattings van inkomste en uitgawe voor
- Dra by tot kostebestuur deur waarde-analise en kosteverlagingstegnieke

Publiekediens Oriëntasie:

- Vang verwagtinge, idees en bekommernisse akkuraat vas
- Organiseer en bied eie perspektief aan in 'n logiese wyse
- Professioneel in interaksie met die algemene publiek en belanghebbendes

Persoonlike Bevoegdhe:

- Druk self en motiveer ander vir resultate
- Bly kalm en gefokus onder druk, reageer konstruktief op nadelige situasies
- Demonstreer logiese, konsekwente denke en ontwikkel nuwe wyse om probleme op te los

Leierskap Bevoegdhe:

- Sit werk uiteen vir ander in 'n goed-beplande en georganiseerde wyse
- Diagnoseer prestasiekwessies en stel toepaslike ontwikkelingsintervensies vas
- Voorsien individue van leiding om nuwe of moeilike situasies te hanteer

SLEUTEL PRESTASIEAREAS

- Interaksie met interne en eksterne ouditeure
- Stel statistiekeverslae op wat kort- en mediumtermyn krediteure en ad-hoc uitgawe tendense uitbeeld
- Analiseer en verifieer transaksionele opnames, spesifiek uitgaweverslae en opsommings
- Aktiveer elektroniese betalingsvolgordes
- Doen uit maandelikse, kwartaallikse en jaarlikse krediteursrekonsilliasies en verslagdoening
- Verseker die akkurate en tydige betaling van krediteure volgens goedgekeurde begroting

- Nagaan en opdateer van fakture, diverse betalings, reis en verblyf eise
- Instandhouding van elektronies-gebaseerde data en rekords
- Monitor en beheer personeelprestasie, produktiwiteit en dissipline
- Hanteer krediteure navrae deur telefoniese, e-pos, geskrewe en mondelingse navrae te beantwoord

SALARISSKAAL:

Alles-insluitende totale pakket van ± R507 188.11 – R648 417.99 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R366 826.92 – R476 138.88 per jaar (T12)

SLUITINGSDATUM: 19 JUNIE 2023

(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Alternatiewelik, kan **elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV, per epos gerig word aan admin@mosselbay.gov.za**. Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies beskikbaar van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopië van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlys kandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N De Wet of Me F Mpondo by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

MNR C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

UMGCINI-ZINCWADI-ZEMALI: AMATYALA

IINKONZO ZENKCITHO-MALI

(IINKONZO ZEZIMALI)

EMOSSEL BHAYI

INGQESHO ESISIGXINA

(ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BAYAKUQWALASELWA KULUHLU OLUFUTSHANE LWABAGQATSWA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3) (ubuncinane iNqanaba Iika NQF 6)
- Ulwazi ngeNgqondo-mtshini i(Khompuyutha) linkqubo zika – MS Office}
- Ubuncinane iminyaka emibini (2) ukuya kwemihlanu (5) amava angqamene nalo msebenzi
- Amava kwinqanaba lokuphatha/lokulawula
- Ilimpepha-mvume zokuqhuba zeNqanaba B

- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulindeleke ukuba usebenze ixesha elongezelelweyo emva kweeyure ezisesikweni zomsebenzi xa kuyimfuneko.

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo lobuganqa-phambili Lolwazi:

- Ukuncedisa kulungiselelo kwanokuhlaziywa kwezinto zoqeqesho, imigaqo-nkqubo kunye nezikhokelo
- Izakhono ezihle zokubhala ingxelo
- Ulwazi olunzulu ngemibandela enempebelelo ekuhanjiseni kweenkonzo
- Ukuchonga iindlela ezizezinye ezahlukeneyo kwanokuchonga izisombululo ezifanelekileyo

Ugqibelelo ngokungqamene nomsebenzi:

- Ube unolwazi kwaye ukwazi ukusebenzisa iinqubo/imithetho-siseko ye “GRAP”
- Ukusebenzisa ubuchule obunjengoludwe lwamaxesha kwakunye nokuhlenga-hlengisa izalathisi-manani ekutolikeneni iingcombolo zogcino-zincwadi-zemali
- Ukuba negalelo ekucwangciseni nasekubonelelweni ngemithombo
- Ukulungisa iingqikelelo zengeniso kunye nenkcitho
- Ukufaka igalelo kulawulo lweendleko ngokuhlalutya amaxabiso kwaneendlela zokucutha iindleko

Uqhelwaniso neNkonzo kaRhulumente:

- Ukushicilela ngokuchanekileyo oko kulindelekileyo, iimbono kunye neenkxalabo
- Ukuququzelela kwanokunikezela eyakho imbono ngendlela elungiselelweyo
- Uqhakamshelwano ngokugqibeleleyo noluntu gabalala kwakunye nabo babandakanyekayo.

Ubuchule obulindelekileyo emntwini-buqu:

- Ukuzityhala wena ubuqu kwanokukhuthaza abanye ngenjongo yeziphumo ezintle
- Ukuhlala usemoyeni ophantsi ungothuki kwaye uphendule ngendlela eyakhayo kwiimeko ezigwenxa
- Ukubonakalisa ingqiqo, ukucinga ngokuqikeleleyo kwanokuveza iindlela ezintsha zokusombulula iingxaki

Ugqibelelo ekukhokeleni:

- Ukumisela umsebenzi wabanye ngendlela ecwangcisiweyo nelungiselelweyo
- Ukuphonononga imibandela yomsebenzi ze ugqibe ngongenelelo lophuhliso oluyimfuneko
- Ukubonelela abanye
- ngesikhokhelo malunga nendlela yokuqubisana neemeko ezintsha kunye nezinzima.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukunxibelelana kunye nabaphicothi bangaphakathi kunye nabangaphandle
- Ukulungisa iingxelo zeenkukacha-manani apho uphawula khona amatyala exesha elifutshane kunye nelide kwakunye neendlela zexeshana ezimalunga nenkcitho
- Ukuhlalutya kwanokuqinisekisa ushicilelo lweengcombolo, iingxelo ezithile zenkcitho kwakunye nezishwankathelo
- Ukwenza iintlawulo ngenkqubo yobuchwepheshe
- Ukuqwalasela iingxelo kwakunye nolungelelwaniso lweengxelo zamatyala enyangeni, kwikota nasenyakeni
- Ukuqinisekisa ukuhlawulwa kwamatyala kwangexesha nangendlela echanekileyo ngokungqamene nesabelo-mali esigunyazisiweyo
- Ukujonga kwanokuqinisekisa amaxwebhu amatyala (invoyisi), iintlawulo-gabalala, amabango okuhambela kwanokulala ngaphandle
- Ukugcina iingcombolo zobuchwepheshe kunye neengxelo
- Ukuphonononga kwanokuqhakamshelana nabaqeshwa malunga nomsebenzi wabo, imveliso kunye nendlela yokuziphatha

- Ukuqwalasela imibuzo engqamene namatyala eyenziwa ngomnxeba, nge-imeyile, ngendlela ebhaliweyo okanye izikhalazo ezenziwa ngomlomo/ngentetho.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne R507 188.11 – R648 417.99 ngonyaka.

Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.

UMVUZO OSISISEKO: R366 826.92 – R476 138.88 ngonyaka (T12)

UMHLA WOKUVALA: 19 JUNI 2023

(Izicelo ezifunyenwe emva kwentsimbi yokuqala 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo**, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Kungenjalo, **izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za** Le miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithumela nge-imeyile xa uthe waqhakamshelana nabantu abachazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqo zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40, angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN

UMPHATHI KAMASIPALA