



## INTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Finance, Department Payroll, Banking and Cash Investments, to be filled permanently as soon as possible.

### ACCOUNTANT: PAYROLL & BANKING (1 X BREDASDORP)

**Requirements:** A relevant 3-year tertiary qualification, preferably a National Diploma or a BCom with financial accounting as a major subject. Two (2) to five (5) relevant experience. Code B Drivers Licence. Computer literate: MS Office. (Thorough knowledge of MS Excel.) Applicant must be literate in at least two of the three Official Languages of the Western. Municipal Minimum Competency Level Certificate (MMC).

**Other requirements:** Working Knowledge and experience of applicable local government legislation (e.g., MSA, MFMA, and others applicable). Ability to work under pressure and meet deadlines. Samras experience will be an added advantage.

**Responsibilities/ Duties:** Coordinates and control the application of accounting procedures within the Payroll Section by attending to the verification, reporting, processing reconciliation of payroll expenditure accounts. • Verifying that the payroll transactions in the General Ledger is balanced, suspense accounts are cleared, and reconciliations are completed • Monitor compliance of staff to the time and attendance system and procedures. • Ensure effective functioning of the payroll system. • Facilitating effective internal and external communication with stakeholders on expenditure and payroll related matters. • Assist with supervision and control of the payroll function. • Assist with compiling and administrate the salary budget by, using various methodologies and aligning budget framework to current cost centre structure. • Research discrepancies of payroll information and/or documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing. Resolve discrepancies with payroll and/or benefit information and/or documentation for the purpose of ensuring accuracy of records and employee payments. • Monitor assigned payroll activities and/or programmes for the purpose of ensuring compliance with established financial, legal and/or administrative requirements. • Assist with control and co-coordinating cash and bank management. • Review the bank reconciliation and verify the correctness towards the bank statements. • Assist auditors for the purpose of providing supporting documentation and/or information on internal process required for audit.

*The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.*

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> <li>Accounting</li> <li>Procurement</li> <li>Budgeting</li> <li>Financial Management</li> <li>Costing</li> <li>Financial Reporting</li> <li>Financial Process Management</li> </ul>	<ul style="list-style-type: none"> <li>Oral Communication</li> <li>Written Communication</li> <li>Organisational Awareness</li> <li>Problem Solving</li> <li>Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>Interpersonal Relationships</li> <li>Communication</li> <li>Service delivery orientation</li> </ul>	<ul style="list-style-type: none"> <li>Action orientation</li> <li>Resilience</li> <li>Accountability and Ethical</li> <li>Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Direction setting</li> <li>Impact and influence</li> <li>Team Orientation</li> <li>Coaching and mentoring</li> </ul>

**Job related enquiries:** Mr S Zikmann at (028 425 1157)

**Salary:** T-12= R 377 580 – R 490 116 per annum plus the normal fringe benefits of a Local Authority.

**Closing date: 17 August 2023**

All applications must be submitted on the prescribed ODM application form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aaugust@odm.org.za](mailto:aaugust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

**Please note:**

- Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
- It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
- Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
- The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
- The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.