

MATJHABENG LOCAL MUNICIPALITY



Office of the Municipal Manager

CHIEF FINANCIAL OFFICER

(Five-year fixed-term performance-based contract)

Remuneration: Negotiable

Minimum requirements: • A Bachelor's degree (NQF Level 6 qualification) in the fields of Accounting and Finance (a relevant postgraduate degree would be advantageous) • Completed SAICA articles would be an advantage • Unless the incumbent can demonstrate that he/she had developed the necessary competencies through experience, a qualification in Management is required • An Associate Member of IMFO • A minimum of five years' work-related experience at Senior Management level leading a finance function, ideally within a large/public sector organisation.

The Chief Financial Officer is the administrative head of the Budget and Treasury Office and has the following delegated functions: • Budget preparation, monitoring and reporting • Accounting • Analysis and financial reporting • Cash management • Debt management • Supply chain management • Financial management • Asset management.

Key performance areas: The incumbent will be accountable to the Accounting Officer and will be responsible for the following:

- Advising and assisting the Accounting Officer and Senior Managers in the exercise of their powers and functions assigned and delegated in terms of the MFMA and other relevant legislation;
- Ensuring the effective implementation of the Municipal Finance Management Act;
- Monitoring compliance with the Municipal Finance Management Act;
- Ensuring compliance with best practice accounting norms and standards;
- Fostering a good working relationship with the Auditor-General's Office and other stakeholders;
- Contributing to policy development.

The Chief Financial Officer will:

- Prepare, manage and monitor the budget of the Directorate to ensure effective and efficient functioning of the Directorate, within the budgetary constraints of Municipality. This includes motivating the Directorate's budgetary needs for approval by Council and monitoring expenditure against the budget;
- Lead and direct all staff in the Directorate to ensure that staff meets the Directorate's objectives in line with the Municipality's requirements and resource constraints;
- Manage, implement and monitor the Performance Management System (PMS) in the Directorate to ensure that staff performs to the Municipality's standards;
- Develop and ensure implementation of strategic business plans for the Directorate to ensure that professional and sound business planning of the

Directorate is in alignment with Integrated Development Plan (IDP) requirements and Council's strategic objectives, priorities and requirements;

- Develop a medium-term financial strategy, plan and policy framework within which the Municipality can operate to meet its financial requirements, and suggest the most appropriate means of achieving the Municipality's objectives within the constraints of budget and sustainability;
- Plan and manage financial activities of the Municipality to ensure compliance with statutory prescriptions, including Generally Accepted Municipal Accounting Practice (GAMAP) and Generally Recognised Accounting Practices (GRAP);
- Assume responsibility for short- and long-term debts incurred by the Municipality in accordance with guidelines set out by National Treasury and Council Policies;
- Prepare, manage and control the annual capital and operational budget of the Municipality, to ensure compliance with Council requirements, National Government's fiscal policy framework and macro-economic policy, and to ensure efficient, effective and transparent financial management of the Municipality's finances for efficient financial affairs;
- Manage and control expenditure so that the Municipality has a sound accounting and payment system, which prevents fraud and allows for accurate reporting;
- Manage and control revenue so that the Municipality receives all money owed to it;
- Manage the cash flow of the Municipality and its long-term liabilities so that favourable cash flow exists and provision is made to repay loans;
- Oversee the management and safeguarding of all equipment, assets and other financial resources of the Municipality, to ensure that all assets, equipment and financial resources are used and managed in an effective, efficient, economical and transparent way. This includes overseeing the maintenance of the asset register at all times in order to protect the Municipality's assets against any possible risk/losses and ensuring that there is adequate insurance cover;
- Review financial management systems and internal control measures/mechanisms to ensure effective, efficient and transparent systems of financial and risk management and internal control in the Municipality;
- Establish and maintain appropriate and effective asset management, cash management and investment arrangements in accordance with National Treasury framework (and guidelines) and Council policies.

The preferred candidates must be prepared to enter into five-year fixed-term employment contracts linked to the performance of the Municipality. Enquiries regarding the above positions can be forwarded to Mr. J. Molawa at (057) 391-3303/3973.

Candidates are requested to forward comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to:

**The Acting Senior Manager: Human Resources,
PO Box 708, Welkom 9460;**

OR

hand-deliver in Rooms 17 or 18, 1st Floor, Main Building, Municipal Buildings, Odendaalsrus.

Fraudulent qualifications or documentation will immediately disqualify any applicant.

A candidate who canvasses any Councillor and/or Senior Official for preference will be immediately disqualified from the selection process or from appointment.

Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998).

Closing date: 2 July 2012

Please note: If applicants have not been contacted for an interview within six weeks of the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position.

G. Ramathebane – Municipal Manager