

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

ASSISTANT ACCOUNTANT: PAYROLL
EXPENDITURE
(FINANCIAL SERVICES)

MOSSEL BAY
PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE

ESSENTIAL REQUIREMENTS

(Relevant proof / documentation and relevant completed application form must accompany application.
No late submissions will be accepted)

- Relevant 3-year tertiary qualification, preferably a National Diploma or BCom with Financial Accounting as a major subject (minimum NQF Level 6)
- 0 to 2 Years' relevant experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work overtime after normal office hours when required

PREFERRED REQUIREMENT

- Minimum of 3 years' relevant experience, including supervisory experience
- Valid Code B driving license

COMPETENCIES REQUIRED

• Accounting • Financial management • Financial reporting • Financial process management • Oral communication • Written communication • Organisational awareness • Problem solving • Planning and organising • Interpersonal relationships • Communication • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Impact and influence • Team orientation • Direction setting • Coaching and mentoring

KEY PERFORMANCE AREAS

- Update salary records with salary changes
- Assist with transactions on system (e.g. earnings, deductions, overtime, loans, etc.)
- Prepare EFT payment documentation
- Payment of salaries/reimbursements and circulate payslips
- Integrate pay system records to the general ledger
- Ensure that system records are maintained
- Calculate earnings of employees according to contractual obligations, relevant Policies, Collective Agreements and Legislation
- Balance earnings and deductions of the monthly payroll
- Reconcile third-party payments, statutory payments and suspense accounts
- Attend to salary-related administrative duties and queries
- Assist with reconciliation and verification of municipal salaries and loan payments
- Informal and formal reporting
- Allocate work to subordinates

SALARY SCALE:

All-inclusive total package of ± R480 868,43 – R612 627,54 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:**R342 231,72 – R444 213,36 per annum (T11)****CLOSING DATE:** **3 JANUARY 2025****(No applications received after 13h00 will be accepted)****GENERAL:**

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hardcopy applications will be accepted.** Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-mailed to admin@mosselbay.gov.za **in the event that the advert does not specify that only hardcopy applications will be accepted.** These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet/Ms F Mpondo/Ms C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months 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, and therefore encourage persons from these groups to apply.**
- ***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.***

MR. C PUREN**MUNICIPAL MANAGER**

ASSISTENT-REKENMEESTER: BETAALSTAAT

UITGAWES

(FINANSIËLE DIENSTE)

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE WES-KAAP MAG VOORKEUR ONTVANG

NOODSAAKLIKE VEREISTES

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel. Geen laat indiendings sal aanvaar word nie)

- Verwante 3-jaar tersiêre kwalifikasie, verkieslik 'n Nasionale Diploma of BCom met Finansiële Rekeningkunde as 'n hoofvak (minimum NKR Vlak 6)
- Minimum 0 tot 2 jaar verwante ondervinding
- Rekenaarvaardig (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om oortyd na normale kantoorure te werk wanneer vereis word

VOORKEURVEREISTE

- Minimum 3 jaar verwante ondervinding, insluitende toesighouding ondervinding
- Geldige Kode B Bestuurderslisensie

VEREISTE BEVOEGDHEDE

- Rekeningkunde • Finansiëlebestuur • Finansiële verslagdoening • Finansiële prosesbestuur
- Mondelinge kommunikasie • Geskrewe kommunikasie • Organisatoriese bewustheid
- Probleemoplossing • Beplanning en organisering • Interpersoonlike verhoudings
- Kommunikasie • Aksie en uitkoms-oriëntasie • Veerkragtigheid
- Veranderingsgereedheid • Kognitiewe vermoë • Leer-oriëntasie • Impak en Invloed • Span-oriëntasie • Rigtingstelling • Opleiding en mentorskap

SLEUTEL PRESTASIEAREAS

- Oupdateer van salarisrekords met salarisveranderings
- Bystand met transaksies op stelsel (bv. verdienste, aftrekkings, oortyd, lenings, ens.)
- Voorbereiding van EVO betalingsdokumentasie
- Betaling van salarisse/vergoedings en sirkuleer betaalstrokie
- Integreer betaalstelselsrekords na die algemene grootboek
- Verseker dat stelselrekords in stand gehou word
- Bereken verdienste van werknemers volgens kontraktuele verpligtinge, verwante Beleide, Kollektiewe Ooreenkomste en Wetgewing.
- Balanseer verdienstes en aftrekkings van die maandelikse betaalstaat
- Rekonsillieer derdeparty betalings, statutêre betalings en afwagtingsrekeninge
- Skenk aandag aan salarisverwante administratiewe pligte en navrae
- Bystand met rekonsilliasie en verifikasie van munisipale salarisse en leningsbetalings
- Formele en informele verslagdoening
- Allokeer werk aan ondergeskiktes

SALARISSKAAL:

Alles-insluitende totale pakket van ±R480 868,43 – R612 627,54 per jaar. Voordele bv. mediesefondsskema,

BASIESE SALARIS: R342 231,72 – R444 213,36 per jaar (T11)

SLUITINGSDATUM: 3 JANUARIE 2025

(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Voltooide aansoeke op die amptelike aansoekvorm vergesel deur 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan admin@mosselbay.gov.za in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wie elektronies aansoek gedoen het, moet die oorspronklike gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- Verdere besonderhede is verkrygbaar by Me N de Wet /Me F Mpondo/Me C Daniels by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande 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 Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig persone van hierdie groepe aan om aansoek te doen.**
- ***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.***

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba singezantsi

ISEKELA MGCINI-ZINCWADI ZEMALI : INKCITHO YEMIVUZO

(IINKONZO ZEZIMALI)

EMOSSEL BHAYI

INGQESHO ESISIGXINA

ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BASENOKUQWALASELWA KUQALA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu egcwalisiweyo yesicelo kufuneka ahambe nesicelo sakho. Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3), ngokukhethekileyo iDiploma Yesizwe okanye isidanga seBComm esibandakanya isifundo esiyintloko soBalo-Mali (Ubuncinane NQF iSigaba 6)
- Amava aqala kunyaka 0 ukuya kwemibini (2) kumsebenzi ochaphazela lo
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) {Iinkqubo zika – MS Office}
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze ixesha elongezelelweyo emva kwezo ziqhelekileyo zomsebenzi xa kuyimfuneko

IIMFUNO EZIKHETHEKILEYO

- Ubuncinane amava eminyaka emi-3 kumsebenzi ofana nalo, abandakanya amava okuphatha
- Iimpepha-mvume zokuqhuba zeNqanaba B

UGQIBELELO LOLWAZI OLUYIMFUNO

*Ubalo lwezimali * Ulawulo lwezimali *Ukwenza ingxelo yezimali *Ulawulo lweenkqubo zezimali
*Unxibelelwano ngentetho *Unxibelelwano ngendlela ebhaliweyo* Ulwazi ngeqela lomsebenzi
*Ukusombulula ingxaki *Ukucwangcisa nokuququzelela *Ubudlelwane kunye nabanye ngaphakathi
*Unxibelelwano * Uqhelwaniso neentshukumo zomsebenzi kunye neziphumo
*Ukungalukuhleki *Ukukulungela ukutshintsha *Ubuganga bokuqika *Ukuqhelana nokufunda
*Impembelelo *Ukuqhelana neqela lomsebenzi *Ukumisela isikhokelo *Ukuqeqesha kwanokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuhlaziya iingcombolo zemivuzo xa kukho utshintsho kwimivuzo
- Ukuncedisa kwimisebenzi ekwinkqubo (umz.imivuzo, okutsalwayo, ixesha elongezelelweyo, iimali-mboleko, njalo-njalo)
- Ukulungisa iintlawulo ezenziwa ngobuchwepheshe
- Ukuhlawula imivuzo/iimbuyekezo kwanokuhambisa amaxwebhu eentlawulo
- Ukudibanisa inkqubo yemivuzo kumqulu weengcombolo zemali
- Ukuqinisekisa ukuba iingcombolo zenkqubo zigciniwe
- Ukubala iintlawulo/imivuzo yabaqeshwa ngokungqamene nezibophelelo zezivumelwano zazo, imigaqo-nkqubo echaphazelekayo, Izivumelwano zeeNtlawulo kunye neZimiselo Zomthetho.
- Ukulungelelanisa zonke iintlawulo zemivuzo kunye nokutsalwayo kumqulu wemivuzo

- Ukulungelelanisa iintlawulo zabucala, iintlawulo zomthetho/ezisesikweni kunye namatyala asaxhonyiweyo
- Ukuqwalasela eminye imisebenzi engqamene nolawulo lwezimali kunye nemibuzo
- Ukuncedisa kulungelelwaniso kwanokuqinisekisa iintlawulo zemivuzo kumasipala kunye neemali-mboleko
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukwabela umsebenzi kubaqeshwa bakamasipala.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R480 866,43 – R612627,54 ngonyaka. Izibonelelo ezinjengenkxaso yokugula, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, iBhonasi zibandakanyiwe apha

UMVUZO OSISISEKO: R342 231,72 – R444 213,36 ngonyaka (T11)

UMHLA WOKUVALA: 3 JANUARY 2025

(Izicelo ezifunyenwe emva ko 13h00 aziyi kwamkelwa)

GABALALA:

- Ilifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi.
- Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane, eSantos Beach, eMossel Bhayi). Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yiifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za. Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiweyo) okanye ubungqina bezique zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi zoqobo eziqinisekisiweyo zeziqu zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNkskz F Mpondo kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile kunye nabakhubazekileyo.
- *Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.*

MNU C PUREN

UMPHATHI KAMASIPALA