



KAROO HOOGLAND MUNICIPALITY

EXTERNAL

REF NUMBER: HR014/2025

MANAGER: BUDGET AND REPORTING SERVICES

DEPARTMENT: OFFICE OF THE CFO

Salary: T14 - R41 367.32 pm

R496 407.84 to R644 380. 92 per annum

Plus Benefits

Minimum Requirements:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B comm with financial accounting as a major subject.
- Code B drivers' license Good Management, human relations, interpersonal and communication skills, Conflict handling skills, Ability to give attention to detail, High level of responsibility.
- 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline preferably within the local government environment.
- Compliance with the minimum competency requirements for financial officials as laid down in Government Notice R493 dated 15 June 2007 or alternatively as per the exemption as laid down in the Government Gazette 40593 dated 03 February 2017

Knowledge & Scope:

- Provides expert financial advice. Responsible for managing financial information according to prescribed norms and standards; May supervise and manage team responsible for the financial information; and Extensive understanding and knowledge of the application of applicable local government legislation (e.g. MSA, MFMA, and others as applicable).

Competencies:

- Ability to under pressure
- Financial management skills
- Negotiation skills
- Fluent in two of the three official languages of the northern cape
- Computer literate in ms word / excel / PowerPoint / outlook
- Protocol and business ethics good communication abilities.
- Able to handle conflict.
- Able to work under pressure.
- Time management

Duties:

- To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information systems and internal control procedures to ensure legislative compliance and sound financial management practices.
- Manage the municipality's assets and liabilities register and provide fleet management services.
- Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures Administer budget management and financial information systems.
- Identifies, defines and implements the immediate, short- and long-term managerial objectives and plans (3 to 5 years) associated with the provision of administrative support to departments.
- Initiates, plans, develops and drives medium term plans for the human resources functionality in respect of the Division Managed, expenditure management, revenue management, supply chain management and BTO, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the Division.
- Manages and co-ordinates procedures and processes associated with maintaining employment relations and workplace peace.
- Manages the implementation of financial controls / procedures and provides information to support financial planning sequences.
- Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility Initiates the compilation of new financial/administrative related policies and/or changes to existing policies.
- Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality.
- Compiling/disseminating strategic, functional and operational information/decisions on short- and medium-term objectives and current developments, problems and constraints.

- Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects pertaining to the different functionalities.
- Prepare and interpret the annual budget of Council in terms of section 29 to 33 of the Municipal Finance Management Act 56 of 2003 (MFMA) o Section 71 Budget Report Section 52 mid-year Budget Review report and adjustment Budget.
- Manages the execution of specific sequences associated with controlling investments allocated to specific call accounts.
- Manage and oversee the maintaining and controlling of the Asset Register of the municipality.
- Manage and control the maintenance of Council's Insurance Portfolio o The full scope of duties is contained in the job description.

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 270 – 281 : Demonstrates all competencies from level 1 to 4. Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf and read through headings below:

Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Written Communication • Oral Communication • Organisational Awareness • Problem Solving • Planning and Organising • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and organising	• Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process	• Interpersonal Relationships • Communication • Service Delivery • Orientation	• Action and Outcome orientation • Resilience • Cognitive Ability • Change	• Impact and influence • Team • Orientation • Direction Setting • Coaching and Mentoring

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged, and no supporting documentation will be returned.

The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Karoo Hoogland Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.karoohoogland.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: Friday, 19 SEPTEMBER 2025 at 12:00

Job Related Enquiries: Ms. L. Gouws – 053 285 0998

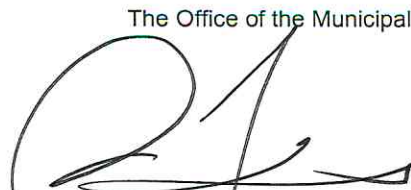
General HR Enquiries: Mr. MC Kennedy – 053 285 0998

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Mnr J Jonkers, Posbus 165, 2 Mulder Street, Williston, 8920.

Or email to

recruitment@karoohoogland.gov.za



MR J JONKERS
MUNICIPAL MANAGER
05 September 2025