



BUSHBUCKRIDGE LOCAL MUNICIPALITY

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Email: info@bushbuckridge.gov.za

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Website: www.bushbuckridge.gov.za

EXTERNAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

POST : Immovable assets accountant
Directorate : Finance
REMUNERATION : R 396651.58
CENTRE : Head Office

RESPONSIBILITIES:

- Plan and perform activities relating to the financial reporting of capital expenditure and associated record-keeping, financial compliance and related requirements of local government legislation.
- Plan and perform annual verification of Immoveable assets and provide support for asset verification related matters and contribute with the compiling of annual financial statements on matters relating to Immoveable assets.
- Perform Asset Management System monitoring functions to ensure that immoveable Fixed Assets Register is updated monthly and reconciles to the general ledger and associated supporting documentation.
- Administer functions to meet GRAP Standards requirements, ensuring that organizational demands are met in the short to medium term
- Ensure effective implementation of Council resolutions with regard to Immoveable Assets.
- Monitor and enforce effective financial control, and financial compliance
- Assist with attending to and resolving of audit enquiries
- Build and sustain relationships with decision makers and interest groups in support of divisional objectives

REQUIREMENTS:

- Grade 12 or equivalent qualification
- National Diploma in accounting, BCOM Degree in Accounting will serve as an advantage
- 3 years' experience in a municipal asset management environment.
- Computer literate(Excel, word and Powerpoint)
- Valid driver's license

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful

The Municipality reserves the right not to appoint

Closing date : **30 November 2018**

