



Local 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 : Infrastructure Clerk
Directorate : Finance
Remuneration : R245 774.51
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.
- Assist with performing annual verification of immovable assets and provide support for asset verification related matters.
- Assist with ensuring that immovable Fixed Asset Register is updated monthly and reconciles to the general ledger and associated supporting documentation.
- Ensure effective implementation of council resolutions with regard to immovable assets.
- Assist with attending to and resolving of audit enquiries.

REQUIREMENTS

- Grade 12 or equivalent qualification
- Diploma in accounting and Degree in accounting will be added as advantage
- 2 year's experience working in finance
- Computer Literacy (Excel, word & PowerPoint)
- Interpersonal relation skills.

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 : **08 August 2019**