



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

Reference no: KLM 11/2024/2025

JOB TITLE: Budget & MSCOA Implementation Officer

DEPARTMENT: BUDGET AND TREASURY OFFICE

Salary – Total remuneration package Task 11 (R342 721, 60) per annum

Terms of Appointment: Permanent

Minimum Requirements:

- National Diploma: Financial Management/ Accounting - NQF 6
- Relevant Budget and Reporting experience. Actively involved in the process for three (3) years.

Key Responsibilities:

- Compliance with legislative requirements.
- Coordinating and overseeing transactional alignment with the mSCOA, compliant budgets as well as the implementation GRAP principles in a mSCOA environment
- Compiling various reports: making sure the IDP/Budget processes are facilitated.
- Ensuring the availability of funds within a vote is verified before procurement.
- Take responsibility for the completion of statical questionnaires/ returns and financial reporting by obtaining information from the relevant documents for submission to the relevant authority.
- Assist with the implementation of financial regulations and policies relevant to the office of budget and treasury.
- Compile and monitor the budget in order to ensure that the budgeting system is efficiently administered in accordance with laid down procedures and guidelines.
- Assist with the budget compilation process by obtaining all inputs documents.
- Capturing of budgets on the financial system.
- Assist with the compliance with all relevant legislation by adhering to set timeframes and deadlines.
- Monitor that expenditure is incurred within the allocated amounts.
- Keep abreast with circular and legislation affecting the area of responsibility by preparing the relevant pieces of legislation which are relevant to the functions allocated to the department.
- Reconciling of cashbook payments with bank statements and any other bank reconciliation related functions.

Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 29 APRIL 2025 at 12:00pm