

**Physical Address**  
Umzimvubu Goats  
Complex  
Hospital Road  
4735

Private Bag X 511  
Mount Ayliff  
South Africa  
4735

**Tel Number**  
+27 394 920 011  
**Fax Number**  
+27 866 833 718

*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)

Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/009093/00



**EXTERNAL ADVERTISEMENT**  
**VACANT POSITION**  
**NOTICE NO. 02/2023/2024**

Alfred Nzo Development Agency is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. **People with physical disabilities are encouraged to apply.**



**Applications are hereby invited from suitably qualified persons for the following position:**

**FINANCE AND ADMIN DEPARTMENT**

**MANAGER: BUDGET, EXPENDITURE & REPORTING  
PERMANENT**

**TASK GRADE: 16**

**ANNUAL BASIC SALARY: R592,508 PLUS BENEFITS**

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF FINANCIAL OFFICER  
STATIONED PLACE: MOUNT AYLIFF**

**KEY REQUIREMENTS:**

- Grade 12 • A National Diploma in fields of Accounting, Finance or related field equivalent to NQF Level 6
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 (SAQA Qualification ID 48965 will be an added advantage)
- Minimum of five (05) years proven experience in local government of which at least two (02) years must be at Middle Management Level in finance preferable in local governance environment and at least three (3) years at any level in a role related to the position of the official
- Ability to communicate and negotiable at all levels of government and with all relevant stakeholders
- Competency in the use of computers especially in Excel, Power Point, Outlook
- Extensive knowledge of Performance Management Systems in a local government environment
- A valid driver's license.

**KEY PERFORMANCE AREAS:**

Overall management of the Finance Department • Management of Budgeting, Expenditure, Payroll and Reporting Units • Performing financial analysis of the agency to identify its status regarding financial viability and sustainability • Supporting management to submit to the parent municipality and Auditor General such information returns documents explanation and

motivations on finances as may be prescribed or required • Financial reporting which included amongst other reports the preparation of Annual Financial Statements (AFS) • Advising all staff and departments on the requirements of the applicable accounting standards (GRAP) and the relevant accounting transactions • Performing the planning, quality time and resource management in respect of financial month and year-end closure procedures, developing and implementing accounting policies in alignment with applicable accounting standards • Developing expenditure and co-ordinate the implementation of payment system that ensure that all transaction are authorized appropriately and payments are made within the applicable legislative time frames • Reviewing of the Commitments and Retentions systems and registers for accuracy and completeness • Playing an active role in Risk and Change Management on Accounting and Reporting • Ensure financial and performance management • Providing leadership to staff and management within Budgeting and Expenditure Unit.

**KEY COMPETENCY SKILLS:**

Knowledge of municipal applicable legislations • Reasonable understanding of the linkage between IDP and Corporate Plan • Budgeting, Reporting and Annual Planning context in Municipal Context • Extensive knowledge of MFMA, applicable Municipal Legislation and Companies Act • Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

**Closing date: Thursday, 7<sup>th</sup> February 2024**

**Please note:** Applicants must submit an Application letter, comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.** Appointment will be subject to appropriate reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The Agency reserves the right not to fill the position. Alfred Nzo Development Agency is an equal opportunity and affirmative action employer and people from designated groups.

**LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S.Jijana, HR Practitioner by telephone at (039) 492 0011 or [ijjanas@anda.org.za](mailto:ijjanas@anda.org.za)



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**MR. N.R XOLO**

**ACTING CHIEF EXECUTIVE OFFICER**