



EXTERNAL ADVERTISEMENT GA-SEGONYANA MUNICIPALITY



Ga-Segonyana Municipality, with its seat in Kuruman, invites suitably qualified candidates to apply for the under-mentioned vacancy:

FINANCIAL SERVICES DEPARTMENT

DIVISION : ASSETS AND INSURANCE MANAGEMENT

REQUIREMENTS:

- B. Com degree in Accounting or equivalent
- Minimum of two years SAICA Articles
- At least valid code 08 driver`s license.
- 4 years' experience in asset management.
- Practical Knowledge of generally accepted accounting standards within a municipal environment
- Practical knowledge of MFMA
- Must have completed minimum competency requirements as per Section 83 of the MFMA or nearing completion.
- Working knowledge of MUNSOFT System and GIS will serve as an added advantage

RESPONSIBILITIES:

- Ensure compliance with Council's Assets management policy
- Review Assets policies annually and align them to GRAP requirements.
- Regularly report to CFO on all issues affecting fixed assets determination, utilization, replacement & procurement.
- Assist the CFO with the preparation of AFS mostly on the issues that relate to PPE for completeness & compliance with GRAP.
- At least annually and as may be prescribed from time to time perform Assets and Inventory stock taking or verification process and compile reports thereafter of assets & inventories to be written-off.
- Perform Impairment and assessment of useful lives of assets in line with GRAP standards at least annually.
- Updating of the asset register and GL on a monthly basis

- Ensure that all visible and identifiable assets are barcoded and or properly marked
- Ensure that general ledger & fixed assets register always balance/reconcile
- Follow up on any reconciling items before month end close
- Ensure proper administration of both Assets & Inventories.
- Regularly liaise with the municipal insurance company and ensure that municipal assets are adequately insured
- Serve as a point of contact between the municipality and the insurers
- Timeously respond to audit queries relating to assets accounting, asset register, asset management practices and methodologies used, Risk management practices, methodologies and strategies on the systems and processes and ensure that mitigating internal controls are effective and in place.
- Effective people management and capacity building of officials within the assets unit
- Managing and implementing council policies, systems and procedures and all other applicable legislation and regulatory frameworks.
- Report performance of the unit on a quarterly basis in accordance with the plans and objectives set on the Service Delivery Budget and Implementation Plan (SDBIP) of the Council and providing valid and accurate portfolio of evidence.
- Attend to all issues raised by office of the Auditor General that relate to assets.

SALARY: T14 (R369 612.25 – R479 776.76)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Insurance, Leave, 13th Cheque and Housing Allowance/ Housing Subsidy, Car Allowance and Furniture Removal (Subject to certain conditions)

ENQUIRIES:

Acting Director Corporate Service: **Mr C Pule at 053 712 9306/9300**

Manager: HR: **Modiri Gaselebelwe: 053 712 9317/9300**

APPLICATION: Applications in the form of Application letter, Curriculum Vitae and Certified copies of Qualifications can be hand delivered or posted to the attention of The **Municipal Manager, Ga-Segonyana Municipality, Private Bag X1522, KURUMAN, 8460**

CONDITIONS: Applications which are received after the closing date/time will not be considered. The stipulations of the Employment Equity Act apply, but it is not the only criteria. The Council reserves the right not to do any appointments.

Neither faxes nor e-mail application will be accepted. If you do not receive any response from us within 30 days after the closing date, please consider your application unsuccessful.

CLOSING DATE: 20 SEPTEMBER 2018

**MM TSATSIMPE
MUNICIPAL MANAGER**