



## EXTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to -apply for the following position:

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**ACCOUNTANT: PAYROLL (PERMANENT POSITION)**

**REMUNERATION: R351 623.16** per annum (Task Grade 12 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### MINIMUM REQUIREMENTS

- Grade 12
- BCom degree/or National Diploma in Accounting, Finance or Cost Management
- Code 8 Valid driver's license
- 3-5 years' experience in payroll function preferably in Local government
- Fully computer literate (Ms Office, Ms word, Ms Excel and PowerPoint)

### KNOWLEDGE SKILLS AND COMPETENCY

- Good communication skills both Verbal and written in English and Isizulu.
- Knowledge of The Income Tax Act, MFMA, MSA, Treasury Regulations and other acts applicable.
- Comprehensive knowledge of payroll administration, systems and software (knowledge of Sage will be an added advantage).
- Must have obtained or be pursuing the Competency Levels qualifications (CPMD, MFMP) as prescribed by Municipal Minimum Competency Regulations 2007.
- Good interpersonal and negotiation skills.
- Strong analytical and problem-solving skills.

## **KEY PERFORMANCE AREAS**

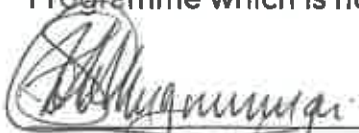
- Manages processes for verifying and validating payroll data, creating audit trails to ensure timely validation of accurate information and salary payments within the payroll system.
- Coordinates activities associated with the administration of the monthly payroll.
- Controlling the payroll by approving all salary-related inputs, adjustments, and amendments, such as deductions, engagements, overtime, leave encashments, garnishees, acting allowances, promotions, termination of contracts, etc. that are affected in the payroll.
- Ensuring accurate payroll budgets and costing tariffs are prepared in relation to requirements enabling the section to contribute positively towards the key performance areas of all departments.
- Coordinating and monitoring the accurate implementation of legislative requirements relating to the submission of PAYE, UIF, and SDL (EMP201) returns to SARS.
- Preparing all standard reports for submission to immediate superior for further action.
- Compile statutory information called for by sections 123 of the Municipal Finance Management Act regarding emoluments and other information for section 57 employees and Councillors (in terms of COGTA circulars).
- Approve and authorise journal entries to make adjustments to general ledger balances in order to ensure accuracy and completeness.

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date 19 July 2024 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Mr. T.E Gambu, CFO at 031 785 9320.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**