



**'n Unieke en sorgsame Valleï van uitmuntende dienslewering, geleentede en groei.
Intlambo ekhethekileyo enenkathalo, egqwesayo kuniko-zinkonzo, ivulela amathuba kwaye
iphuhlise.
A unique and caring Valley of service excellence, opportunities and growth**

DEPARTMENT OF FINANCIAL SERVICES

FINANCIAL PLANNING

SECTION: BUDGETS & COSTING

SENIOR CLERK OPERATING BUDGET

SALARY: R105 564.00 p.a. T6

Job Purpose: Capture the annual and adjusted operating and personnel budgets on the financial system. Prepare annual and adjustment budget documentation to be submitted to the Auditor-General, National and Provincial Treasury, and also for public comments and viewing. Assist with the monthly reconciliation of the operating budget. Votes analyzing. Capture operating budget virements on the financial system.

Duties: Receiving future year operating budget and adjustment budget inputs from all departments; capturing operating budget and adjustment budget inputs on the financial system; Extracting reports from the financial system to verify the correctness of captured amounts; Prepare annual and adjustment budget documentation to be submitted to the Auditor-General, National and Provincial Treasury, and also for public comments and viewing; Assist with the monthly reconciliation of the operating budget; To ensure that detailed expenditure are monitored to support future planning and current year budgetary control; Capturing the approved shifting of funds between line items on the financial system.

Requirements: Gr. 12 with Accounting, Computer literacy (Ms Office Applications); Fluency in two of the three regional languages (Afr/Eng/Xhosa); Accounting skills; Work under pressure; Meet deadlines; Attention to detail; Knowledge of a financial system.

Experience: 1 year relevant experience

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breedevlei Municipality, Private Bag x3046, Worcester, 6850, or email to jobs@bvm.gov.za. For enquiries contact the Human Resource Office - Liezel Alberts at 023 348 4961.

All applications should reach us by **15 December 2016 at 15:15**

The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and People with Disabilities are encouraged to apply.

Please note that * No late applications will be considered *No faxes will be accepted *If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful *Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps* Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification* Fraudulent qualifications or documentation, will immediately disqualify any applicant