

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
EXTERNAL**

Job notice number: 57/ 2013

Job Title: **MANAGER BUDGET & REPORTING**

Department: FINANCE

Number of Positions Available: 1

Application closing date: 25 September 2013 *before 12H00*

Remuneration: R306 264 - R397 548 per annum (*benefits excl*)

Appointments requirements: Possess a Bachelors degree in accounting, finance, business administration, public administration or closely related field. Three years of responsible, professional, experience in asset management, budgeting, accounting, or related finance field with at least one year of experience with local government. Good Exposure to statutory reporting, GRAP and an experience in preparation of financial statements. Local government experience would be advantageous. Certificate in Municipal Finance will be advantageous.

Personal Attributes/competencies: Proactive and decisive under pressure. The ability to interact professionally with a diverse group including executives, managers and subject matter experts. Understanding of Local Government and legislation governing Finance. Ability to manage the performance of staff.

Duties: Manage, coordinate, and participate in the development of the municipality's annual budget. Develop preliminary and final budget documents. Analyse revenue and expenditure variances relative to the adopted budget and prepares monthly management reports including recommendations. Review staff reports relative to their budget impact and works with other managers to resolve problems and discrepancies. Prepare various related staff reports and resolutions as required. Implement, monitor, and evaluate budget policies and procedures and make recommendations as necessary. Provide expert and professional assistance and support to the management and staff on budget and other related matters. Research, analyse, evaluate, and develop findings and makes recommendations involving complex budget and financial management issues. Make presentations to Council, its committees and other organisations as needed. Evaluate and formulate recommendations for enhancing the municipality's budget development process and budget documents. Review the capital improvement plan for consistency with the annual operating and capital budget. Resolve problems and discrepancies with departmental representatives. Ensure the production of periodic management financial and statutory reports. Coordinate the sourcing of inputs and requirements from other Sections in Finance for periodic reporting purposes. Maintain reporting procedures for meeting tight deadlines. Generate reports to meet deadlines in accordance with the municipality's policies. Support month end and year end closing.

Contact person: Nerina Ramsammy

Telephone: 016 340 4475

Applications must be lodged at: Enquiries
Corner H F Verwoerd and Louw Street
Heidelberg
1438

or P.O Box 201
Heidelberg
1441