

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 05/2024/2025

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 ADMINISTRATION DEPARTMENT

ACCOUNTANT: BUDGET, EXPENDITURE AND REPORTING
PERMANENT
TASK GRADE: 10
ANNUAL BASIC SALARY: R269 959 PLUS BENEFITS

THE INCUMBENT WILL BE REPORTING TO THE MANAGER: BUDGET, EXPENDITURE AND REPORTING. STATIONED PLACE: MOUNT AYLIFF

KEY REQUIREMENTS: Grade 12/Matric Certificate • A recognised National Diploma in Finance Management, Financial Accounting, Accounting, Auditing, Cost Management Accounting, Municipal Finance, Financial Information Systems, Financial Management and or relevant qualification equivalent to NQF Level 6 • A minimum of 2-3 year relevant experience in Budget and Reporting, Municipal Finance • Good understand of Local Government • Knowledge in Municipal Finance Management Act • Good excel skills • Strong analytic skills and attention to details • Personal credibility and Professionalism • Competency skills in the use of computers especially in Excel, Word, PowerPoint, Emails and Internet • Required to work in a team. • Willingness and readiness to work long hours and under pressure when necessary. • Knowledge of Munsoft Financial Management System will be an added advantage. • A valid driver's license.

KEY PERFORMANCE AREAS: Develop and maintain municipal budget in line with the available funds • Drafting the budget process plan for the preparation of budget with clear timelines • Capture the budget on the system and generate budget string (report) from the system • Submit the approved budget as prescribed by the MFMA • Confirming that

expenditure is properly managed to keep it in line with the budget • Monitoring the conditional grants received by the agency • Developing entity's draft adjustment budget in line with MFMA • Developing credible reports on the implementation of the approved budget to monitor financial performance of the agency • Storage and proper filing of budget related information and relevant report

KEY COMPETENCY SKILLS: Knowledge of the Local Government sector and applicable legislation • Knowledge of municipal applicable legislations • Reasonable understanding of the linkage between Multi-Year Business Plan and SDBIP • Budgeting, Reporting and Annual Planning context in Municipal Context • Extensive knowledge of MFMA, applicable Municipal Legislation and Companies Act • Interpersonal skills • Good report skills • Communication skills

Closing date: Thursday, 5th December 2025

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 HR Office, 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.

The agency reserves the right not to fill the position. **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 0011/072 846 6566 or ijjanas@anda.org.za



MS. N. BOTI
ACTING CHIEF EXECUTIVE OFFICER