



**DIRECTORATE: FINANCIAL SERVICES**

**MANAGER: PAYROLL ADMINISTRATION**

**WC0440579**

**REF: FINAN T14 03/09/2021**

**SALARY SCALE: R453 876 – R589 200 per annum T14**

**REQUIREMENTS:**

- Degree in Accounting or equivalent (NQF 7);
- To obtain Municipal Minimum Competency within 18 months of appointment, if not already completed
- The coordinating and reporting requirements associated with the post requires in depth application of the procedures;
- 3 Years' relevant experience;
- Must be able to communicate in at least 2 of the 3 official languages of the Western Cape.

**SPECIAL CONDITIONS ATTACHED TO THE POSITION:**

- Must have good numerical skills;
- Must have good interpersonal skills;
- Must be assertive in taking decisions;
- Must have a high level of responsibility;
- Must be able to give guidance to subordinate staff;
- Must be able to apply confidentiality in the execution of duties;
- Must have managerial skills.

**DUTIES:**

- Ensure that the Section is positioned to capably accomplish the critical requirements related to the Payroll Administration Management and related responsibilities;
- Ensure effective accounting systems and the procedures are implemented to enable control, accurate assessment of responsibilities and responsive decision making in respect of the ability of the Municipality to sustain an effective remuneration system;
- Ensure that expenditure related processing and recording sequences are performed in accordance with audit guidelines and generally accepted accounting principles;
- Ensure reporting requirements, information explaining, detailing payroll / salary sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation processes;
- Maintain a system of internal control to comply with GRAP, Legislation and Council Policies;
- Ensure the processing of payroll and salary transactions are completed accurately;
- Ensure that the procedures are followed on the processing and issuing of IRP5's;
- Ensure that all payroll related enquiries and issues are addressed and resolved;
- Ensure records are up to date, reflective of the activities of the Division and made acceptable to support transactional sequence, applications and / or resolutions of enquiries;
- Ensure acceptable performance levels are sustained and adequate direction provided to Division to accomplish laid down objectives.

**ENQUIRIES: MR L WALLACE (044 – 801 9032)**

The George Municipality will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: [HRAdmin@george.gov.za](mailto:HRAdmin@george.gov.za)

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

**THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 15 OCTOBER 2021**



**DIREKTORAAT: FINANSIËLE DIENSTE**  
**BESTUURDER: BESOLDIGING ADMINISTRASIE**  
**WC0440579**  
**VERW: FINAN T14 03/09/2021**

**Salarisskaal: R453 876 – R589 200 per jaar T14**

**VEREISTES:**

- Graad in rekeningkunde of gelykwaardig (NQF 7);
- Munisipale Minimum Bevoegdheidsvereiste moet binne die 18 maande na aanstelling verkry word, indien dit nog nie voltooi is nie;
- Die koördinerings en verslagdoeningsvereistes verbonde aan die pos vereis dat die prosedures deeglik toegepas word;
- 3 jaar relevante ervaring;
- Moet in staat wees om in ten minste 2 van die 3 amptelike tale van die Wes -Kaap te kommunikeer.

**SPESIALE VOORWAARDES VERWANT AAN DIE POS:**

- Moet oor goeie numeriese vaardighede beskik;
- Moet oor goeie menseverhoudinge beskik;
- Moet selfgeldend wees om besluite te neem;
- Moet 'n hoë vlak van verantwoordelikheid hê;
- Moet leiding kan gee aan ondergeskikte personeel;
- Moet vertroulikheid by die uitvoering van pligte kan toepas;
- Moet oor bestuursvaardighede beskik.

**PLIGTE:**

- Verseker dat die afdeling in staat is om die kritieke vereistes rakende die bestuur van besoldiging administrasie en verwante verantwoordelikhede na te kom;
- Verseker dat effektiewe rekeningkundige stelsels en prosedures geïmplementeer word om beheer, akkurate beoordeling van verantwoordelikhede en responsiewe besluitneming ten opsigte van die vermoë van die munisipaliteit om 'n effektiewe vergoedingstelsel te handhaaf, moontlik te maak;
- Verseker dat uitgawes wat verband hou met die verwerking en prosessering van transaksies uitgevoer word in ooreenstemming met ouditriglyne en algemeen aanvaarde rekeningkundige beginsels;
- Verseker dat verslagdoeningsvereistes, verduideliking van inligting en besonderhede van salaris transaksies en tendense gekoördineer en versprei word om beplannings- en prosedure-evalueringsprosesse te ondersteun;
- Handhaaf 'n stelsel van interne beheer om te voldoen aan GRAP, Wetgewing en Raadsbeleide
- Verseker dat die verwerking van betaalstaat- en salaristransaksies akkuraat voltooi ;
- Verseker dat korrekte prosedures gevolg word by die verwerking en uitreiking van IRP5'e;
- Verseker dat alle salarisverwante vereistes en kwessies aangespreek en opgelos word;
- Verseker dat rekords op datum is, wat die aktiwiteite van die afdeling weerspieël en aanvaarbaar is om die transaksievolgorde, aansoeke en / of besluite van navrae te ondersteun;

- Verseker dat aanvaarbare prestasievlakke volgehou word en voldoende leiding aan die gee om vastgestelde doelwitte te bereik.

**NAVRAE: MNR L WALLACE (044 – 801 9032)**

Die GeorgeMunisipaliteit oorweeg alle aansoeke in terme van sy Diensbillikheidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/onderverteenvoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George. Rig u aansoek aan: Die Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: [HRAdmin@george.gov.za](mailto:HRAdmin@george.gov.za)

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

**DIE GEORGEMUNISIPALITEIT BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK**

**SLUITINGSDATUM: 15 OKTOBER 2021**