



## **Finance Officer: Financial Accounting and Reporting**

An all-inclusive remuneration package of **R581,021.11 p.a** (Non-Negotiable)  
(Salary level 9)

The Municipal Demarcation Board (MDB) is an independent institution which derives its mandate from the Constitution. Its mandate is amongst others to determine and re-determine municipal boundaries as well as delimit ward boundaries through the territory of the Republic of South Africa. In terms of the Municipal Structures Act the MDB also undertakes municipal capacity assessments.

The MDB seeks to appoint a Finance Officer in the Financial Unit to support the Municipal Demarcation Board (MDB) in the performance of its functions. A suitable qualified and experience persons are invited to apply for the above position.

The incumbent will be responsible for maintenance of financial, accounting records and administrative functions in order to meet legislative requirements and provide support for the Municipal Demarcation Board's operations.

The position is comprising but not limited to the following key performance areas:

### **Bank and Cash Management**

- Ensuring effective bank and cash management in line with the approved internal policies and within the parameters of all applicable procedure.
- Effective issuing and handling of Petty cash.
- Updating cash book and preparation of bank reconciliations Monthly closing bank balance

### **Accounts Receivables and Inventory Management**

- Proper accounts receivables management.
- Effective Inventory management
- Maintenance of age analysis Update amortisation schedule.
- Maintenance of debtors remittances.

### **Provident Fund Administration**

- Updating, monitoring and approving the provident fund on the fund administration system
- Ensuring that all employees increases are updated.
- Ensure that exits are captured prior to payment being effected.

### **Fixed Assets Management**

- Ensuring that assets are tagged before being issued to users.
- Ensure the Insurance of MDB assets Updating Losses and disposals.
- Ensuring capitalisation and verification of assets
- Transfers, Loans and acknowledgments Perform monthly depreciation.

### **Month-end closure:**

- Regular management accounts and financial statements in line with the accounting standards
- Processing monthly journals
- Updating balance sheet Updating trial balance.

### **Quarterly and Year-end Reporting**

Preparations of Interim Financial Statements and Annual Financial Statements in line with the accounting standards

Preparation of the Quarterly National Treasury Report

Preparation of the Annual National Treasury Template

### **Minimum job requirements:**

National Diploma/Bachelor of Commerce/ B-Tech degree in Accounting; Finance Management; Cost and Management Accounting (NQF 6/NQF7).

Minimum of 3 years' experience in Accounting or Financial Management

Experience and knowledge of the following software is mandatory.

- Knowledgeable in Pastel evolution or preferable SAGE X 3
- Case-ware

Analytical skills, communication skills and problems solving skills will be an advantage.  
to:

- Applicants must send their CV **with certified ID and certified qualifications not older than 6 months. Applicants will be disqualified for non-adherence.**

Application must be submitted online on: [recruitment@demarcation.org.za](mailto:recruitment@demarcation.org.za)

Applicants will be required to give consent in terms of POPI Act for MDB to conduct suitability or verification checks or pre-implement vetting.

**Closing Date: 12 April 2024.** Late applications will not be considered and if you have not heard from the MDB within two months of the closing date, please accept that your application had been unsuccessful.

Note: **People with disabilities are encouraged to apply**

The Board reserves the right not to make any appointment.