



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 178 / 2025



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

LOCAL ADVERTISEMENT (CEDERBERG MUNICIPAL AREA)

DIRECTORATE: FINANCIAL SERVICES

JOB TITLE: MANAGER FINANCIAL BUDGET & REPORTING SERVICES

(THE POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information systems and internal control procedures to ensure legislative compliance and sound financial management practices • Manage the municipality's assets and liabilities register and provide fleet management services • Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures • Administer budget management and financial information systems • Identifies, defines and implements the immediate, short and long term managerial objectives and plans (3 to 5 years) associated with the provision of administrative support to departments • Initiates, plans, develops and drives medium term plans for the human resources functionality in respect of the Division Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the Division • Manages and co-ordinates procedures and processes associated with maintaining employment relations and workplace peace • Manages the implementation of financial controls / procedures and provides information to support financial planning sequences • Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility • Initiates the compilation of new financial/administrative related policies and/or changes to existing policies • Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality • Compiling/disseminating strategic, functional and operational information/decisions on short and medium term objectives and current developments, problems and constraints • Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects pertaining to the different functionalities • Prepare and interpret the annual budget of Council in terms of section 29 to 33 of the Municipal Finance Management Act 56 of 2003 (MFMA) • Section 71 Budget Report • Section 52 mid-year Budget Review report and adjustment Budget • Manages the execution of specific sequences associated with controlling investments allocated to specific call accounts • Manage and oversee the maintaining and controlling of the Asset Register of the municipality • Manage and control the maintenance of Council's Insurance Portfolio • The full scope of duties is contained in the job description.

Requirements: A relevant 3-year tertiary qualification, preferably a National Diploma or B comm with financial accounting as a major subject • Code B drivers' licence • Good Management, human relations, interpersonal and communication skills • Conflict handling skills • Ability to give attention to detail • High level of responsibility • Ability to under pressure Financial management skills • Negotiation Skills • Fluent in two of the three official languages of the Western Cape • Computer literate in MS Word / Excel / PowerPoint / Outlook • Protocol and business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • 8 Years or more' experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.



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Remuneration: T 16 (R 675 757.32 – R 877 172.88) per annum plus normal municipal benefits.

The competency level for this position is a level 4 (FINANCE ACCOUNTANTS -COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Written Communication Oral Communication Organisational Awareness Problem Solving Planning and Organising Influencing Ethics and Professionalism Organisational Awareness Problem Solving Planning and organising 	<ul style="list-style-type: none"> Accounting Procurement Budgeting Financial Management Costing Financial Reporting Financial Process 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service Delivery Orientation 	<ul style="list-style-type: none"> Action and Outcome Orientation Resilience Cognitive Ability Change readiness Learning Orientation 	<ul style="list-style-type: none"> Impact and influence Team Orientation Direction Setting Coaching and Mentoring

CLOSING DATE FOR APPLICATIONS: 08 August 2025 at 12h00.

ENQUIRIES: Contact Marianna Bester / Izaan Tieties at 027 482 8000 during office hours.

IMPORTANT:

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergmunicipality.co.za Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

G MATTHYSE
MUNICIPAL MANAGER