

## **JOE GQABI DISTRICT MUNICIPALITY**

### **NOTICE NO 92/2023**

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Mount Fletcher and the rural part of Tsolo and Qumbu).

**APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:**

#### **ACCOUNTANT: PAYROLL**

**(Task Grade 11 of a Category 4 Local Authority)**

#### **REMUNERATION**

An annual salary of **R319 810** is on offer.

#### **FRINGE BENEFITS**

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

#### **REQUIREMENTS**

- Grade 12
- A National Diploma in Accounting /Equivalent qualification.
- Bachelor's Degree in Accounting/Equivalent serves as an added advantage.
- Three (3) years of relevant experience.
- Computer Literacy

#### **CORE RESPONSIBILITIES**

- Providing support in the development and review of the division's policies and strategy
- Giving input into the development or review of the division's, policies, administrative systems, and procedures by analysing the applicability of the current policies and procedures in areas relating to the key performance and results indicators of the section, perusing, and analysing relevant legislative framework, drafting the input specifying the identified gaps, and submitting it to the immediate superior for further action.

- Contributing to the development of the division's strategy by drafting input relating to the key performance and results indicators of the section and submitting it to the immediate superior for further processing
- Coordinates activities associated with the administration of the monthly payroll.
- Controlling all votes relating to salary benefits, by checking information required/reflected on the votes ledger, against the relevant policy documents and related legislative requirements.
- Controlling the payroll by approving all salary-related inputs, adjustments, and amendments, such as deductions, engagements, overtime, leave encashments, garnishees, acting allowance, promotions, terminations of contracts, etc. that are effected in the payroll.
- Controlling and certifying the correctness of reconciliations of votes and entries into the votes ledger system relating to staff expenses, and verifying that old transactions are cleared from control accounts
- Approving after verifying the authenticity of reconciliation relating to the total salary expenses processed in the payroll, validating costs reflected in the votes ledger by comparing line item by line item, confirming rectification of any identified errors, and ensuring accurate recording of staff costs in the vote's ledger;
- Making final verification and authorising changes effected in the payroll.
- Coordinates and controls activities relating to the recovery of Council money from employees per the signed agreements.
- Scrutinising the signed agreements by employees and coordinating the recovery of those debts per the signed agreements.
- Coordinating and monitoring the accurate implementation of legislative requirements relating to the submission of PAYE, UIF, and SDL (EMP201) returns to SARS;
- Signing the printing hard copies of EMP201 and forwarding them for safekeeping.
- Scrutinising and authenticating documents (i.e., ID, bank details, vote number, and amount to be paid) of casuals that are necessary for processing payment, received from Corporate Services and forwarding them to staff for processing;
- Verifying and authorising the balanced remuneration report with EFT to each account.
- Checking and approving the corrections made to journals to votes that are aligned to salaries;
- Preparing all standard reports for submission to immediate superior for further action.
- Supervising personnel, providing on-the-job support, guidance, and coaching;
- Any other duties as reasonably delegated by Management and as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources. No faxed, emailed or late applications will be accepted. Canvassing and/or lobbying of a Councillor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

***Please note that non-completion of the official Joe Gqabi District Municipality "Application for Employment" Form will immediately disqualify any applicant. The Senior "Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.***

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

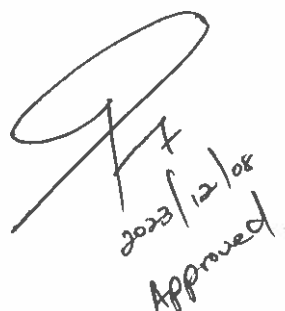
**ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS**

Mr. M.P Nonjola  
Municipal Manager  
Cnr. Cole and Graham Street  
Private Bag X102  
Barkly East  
9786

**ENQUIRIES: OLWETHU NOHOLOZA**

Tel No: (045) 979 3175  
File No: 4/6/3/8

**CLOSING DATE: 08 JANUARY 2024**

  
2023/12/08  
Approved.