

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

## EXTERNAL ADVERTS

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below:-

<b>1. POST:</b>	<b>ACCOUNTANT: PAYROLL</b>
<b>DEPARTMENT:</b>	<b>BUDGET &amp; TREASURY OFFICE</b>
<b>CONTRACT:</b>	<b>PERMANENT</b>
<b>TASK GRADE:</b>	<b>11</b>
<b>REFERENCE:</b>	<b>WMMLM/JD11/ACCP</b>
<b>REMUNERATION:</b>	<b>R318 726.00 BASIC SALARY PER ANNUM</b>

## **MINIMUM REQUIREMENTS**

- ✓ Grade 12;
- ✓ National Diploma/BCom in Accounting;
- ✓ 2-5 years' working experience in the field of payroll or finance;
- ✓ Experience in the SAGE people Payroll System and Munsoft financial management system functioning will be an added advantage;
- ✓ Computer literacy: MS Office;
- ✓ Possess excellent communication skills, both verbal and written and
- ✓ Display good organisational, time management and multi-tasking skills
- ✓

## **KEY PERFORMANCE AREAS**

- ✓ To co-ordinate and facilitate the release of financial remuneration and benefits to the employees of the Municipality in collaboration with the Human Resources Payroll Section, and limiting payroll associated financial exposure by verifying that all payments are in line with relevant legislation i.e. BCEA, Pension Act, and Income Tax

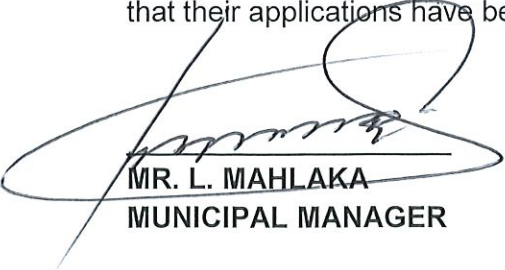
Act and also that salaries are paid according to the Bargaining Council Agreements and Gazette for Upper Limits for councilor's remunerations;

- ✓ Controlling sequences associated with the verification and provision of information related to the Payroll both internally and externally;
- ✓ Ensure payroll related processes and recording sequences are performed in accordance with audit guidelines and generally recognized accepted accounting principles and contribute to labour stability;
- ✓ Updating changes affecting salaries and allowances and other statutory requirements that bind the Municipality (UIF, PAYE, SKILLS LEVY etc.);
- ✓ Co-ordinate and ensure that third party payments are processed timeously and are accurately, authorizing salary deduction payments on Munsoft; and
- ✓ Interfacing between the payroll and the financial system and reconciling accounts respectively

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 27 Nov 2024 @ 12pm.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



**MR. L. MAHLAKA**  
**MUNICIPAL MANAGER**