



**MUNICIPAL FINANCE ANALYST (2 posts)**  
**SALARY: R 657 558 per annum (All inclusive package)**  
**(Ref. No. KZNPT17/52)**

**Purpose:** To provide municipal finance support services to delegated Municipalities in terms of the financial management reforms as required by the Municipal Finance Management Act (MFMA).

**Job requirements:** An NQF level 7 Degree in Public Finance / Accounting or related field (a post graduate degree will be an advantage). A minimum of 3 years' experience in Public Finance/ Treasury/ External Auditing or related field. A valid driver's license is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required.

**Key Responsibilities:** Provide technical support to delegated municipalities on the preparation of multi-year budgets, monthly outcomes of those budgets. Prepare monthly, quarterly, biannual, annual consolidate reports and "Ad hoc" reports in the prescribed format on the state of delegated municipalities' budgets and financial performance. Monitor monthly compliance by delegated municipalities with respect to the MFMA, DORA and other applicable legislations and submit compliance reports to the Municipal Finance Co-ordinator. Research, analyse, share updates and provide support to designated municipalities on MFMA reforms. Advise and prepare report for the Municipal Finance Co-ordinator on various approvals/ extensions requested by designated municipalities in terms of the legislations, as well as measures to be taken in the case of non-compliance. Provide ad hoc support activities and assist on Treasury related projects.

**Required Competencies, Knowledge:** Working knowledge of: Public Sector, particularly Local government sphere, Knowledge of: Public Sector Financial Management systems and relevant legislations/statutes including: The constitution(as amended), Municipal Finance Management Act, Public Finance Management Act and Treasury regulations, Municipal Systems Act (and amendments), Municipal Structure Act, Municipal Property Rates Act, Public Finance Service Regulatory Framework, SCM Regulations, PFMA Regulations iro Supply Chain Management, Provincial Procurement Act and regulations, Provincial Internal Audit Act, PGDS(Provincial Growth and Development Strategy), National Treasury Guideline Documents & Circulars, In Year monitoring and National Treasury Returns, Performance measurements, Asset Management and Asset Transfer Regulations, Generally Recognised Accounting Practice and any other applicable accounting standard used by local government.

**Skills:** Computer skills: Proficiency in Spreadsheets(MS Excel), Word processing(MS Word) and PowerPoint and Use of internet, intranet, e-mail etc, Verbal communication and presentation skills, Good interpersonal relations, Research and analysis, Report writing and general writing skills, Problem solving, Monitoring and forecasting, Basic project management, Budgeting and budgeting systems, Performance budgeting and strategic planning, Change management, Statistical and quantitative analysis, Financial Management, Time Management, Source, extract, isolate and interpret information on the state of municipal finances.

**Enquiries: Mr. A Soopal (033) 897 4565**

**Closing date: 03 November 2017**

**Preference will be given to African Females, African Males and people with disabilities who meet the requirements.**

**Recommended candidates will be subjected to screening prior employment.**

**The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed.**

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such it is our intention to promote and uphold representativity in the Department in terms of race, gender and disability.

**Onus is in the applicant to obtain and submit their foreign qualifications verified with SAQA.**

Applications must be submitted on the prescribed Application Form Z83 (which must be originally signed and dated) obtainable from any Public Service Department and it must be accompanied by a detailed CV and originally certified copies of required educational qualifications and driver's license (where a driver's license is a requirement).

**Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. Under no circumstances will faxed e-mailed or late applications be accepted. Therefore, the onus is on applications are posted or hand-delivered timeously.**

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

It is regretted that due to the large volume of the applications received, it is not possible for the Department to acknowledge receipt of every application received and that only those that participate in the final selection processes (interviews) are notified of the outcome.

**Applicants, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury,  
Directorate: Human Resource Management P.O. Box 3613, PIETERMARITZBURG, 3200 for the attention of Ms N Kheswa**