



## **BITOU MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals.*

**POSITION:** ACCOUNTANT  
**DIRECTORATE:** FINANCIAL SERVICES  
**DIVISION:** ASSETS & LIABILITY MANAGEMENT  
**SECTION:** IMMOVABLE ASSETS  
**BASIC SALARY:** R 394 551, 72 – R 512 155, 32 (T12) Per Annum + MUNICIPAL BENEFITS  
**REF NO.:** Notice 455 of 2024

**QUALIFICATIONS AND EXPERIENCE:** • A relevant 3-year tertiary qualification, preferably a National Diploma or BCom with financial accounting as a major subject • 2-5 years relevant experience required. • Computer literacy: MS Office

**REQUIREMENTS AND SKILLS:** • Code B drivers' license • Good supervision, human relations, interpersonal and communication skills • Financial management skills • Ability to give attention to detail • High level of responsibility • Analytical skills • Ability to work under pressure • Ability to deal with conflict situations

**KNOWLEDGE AND SCOPE OF WORK:**• Conducts work of financial nature according to prescribed norms and standards under the general direction of an experienced senior accountant • Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, and others as applicable).

**FUNCTIONS & RESPONSIBILITIES:** • Coordinate the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality • Control immovable assets and related registers (property, infrastructure, etc.) according to specific accounting and internal procedures associated with its acquisition, movement and disposal • Plan and co-ordinate the asset verification processes • Control borrowing-, lease- and retention fee registers according to specific accounting, legislative and internal procedures associated with its recognition and redemption • Coordinating the recording and processing procedures of transactions • Performs specific sequences associated with maintaining electronically based information/data and files/records • Attends to specific administrative recording and reporting requirements • Performs client and public service functions • Provides support to the immediate superior in respect of specific office management services associated with administrative functions.

### **COMPETENCIES REQUIRED**

#### **1. FUNCTIONAL COMPETENCIES**

- **Accounting:** Aware of and able to apply the principles of GRAP
- **Procurement:** Investigates alternative vendors or products to improve cost, quality and delivery ratios;
- **Budgeting:** Prepares forecasts of income and expenditure;
- **Financial Management:** Evaluates current and proposed activities,
- **Costing:** Understands costing concepts and advise on the management of costs;
- **Financial Reporting:** Presents information in graphical, diagrammatic or tabular formats.
- **Financial Process Management:** Assists in managing assets according to policies and procedures.

#### **2. PROFESSIONAL COMPETENCIES**

- **Oral Communication:** Provide guidance to the team on goals and objectives of the function;
- **Written Communication:** Sound report writing skills;
- **Organisational Awareness:** Understands and internalizes the municipality's priorities and goals;
- **Problem Solving:** Identifies problems following defined diagnostic processes;
- **Planning and Organizing:** Executes tasks in order of priority and urgency.

#### **3. PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **Interpersonal Relationships:** Relates to people at all levels of the organisation;
- **Communication:** Organises and presents own perspective in logical manner;
- **Service Delivery Orientation:** Professional interaction with general public and stakeholders.

#### 4. PERSONAL COMPETENCIES

- **Action and outcome orientation:** Pushes self and motivates others for results;
- **Resilience:** Stays calm and focused under pressure;
- **Cognitive ability:** Demonstrates logical, consequential thinking;
- **Change readiness:** Open to new ideas and ways of doing things;
- **Learning orientation:** Learns from experience and does not repeat mistakes.

#### 5. MANAGEMENT / LEADERSHIP COMPETENCIES

- **Impact and Influence:** Commands respect from peers and managers.
- **Team Orientation:** Able to work in a multidisciplinary team;
- **Direction Setting:** Sets out work for others in a well-planned and organized manner.
- **Coaching and Mentoring:** Sets challenging tasks that stretches individuals' abilities and self-confidence;

*Work related enquiries contact: Manager Assets & Liability Management, Mr. WR Beauzick on [wbeauzick@plett.gov.za](mailto:wbeauzick@plett.gov.za) or on tell: 044 501 3405*

*General enquiries contact: Mrs. V Cunningham or Ms. L Clark on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply

#### **Please take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (*Compulsory*)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Submit separate applications when applying for multiple posts and quote reference number
5. **Preference will be given to candidates residing within the Bitou Municipal Area.**

**M MEMANI**

**MUNICIPAL MANAGER**

**CLOSING DATE: 20 December 2024 @ 12h00 p.m.**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.

**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**